

Learner Workbook



SMART Notebook™ software training for SMART Board™ users

Level 2

For Windows® operating systems

Extraordinary made simple™

SMART™

Trainer Information

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E-mail _____

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Best practices and tools

How can I design effective and interactive lesson activities using SMART Notebook software?

Many tools are available for creating professional looking interactive lesson activities using SMART Notebook collaborative learning software. The SMART Exchange™ online community enables you to download lessons and collaborate with peers.

Tips for designing effective lesson activities using SMART Notebook software

1 Include Teachers’ notes and lesson notes at the beginning of every lesson activity

Documenting learning objectives and key lesson details will help you focus your lesson activity during both design and delivery. It also provides a clear overview of the lesson to others who may use the file.

2 Use links to improve the flow of a lesson

You can significantly improve the flow and organization of your lesson by taking advantage of the linking capabilities in SMART Notebook software. You can link any object on a SMART Notebook page to a webpage, an external file, an attached document or another page in the same file.

Back

Teachers' notes

Lesson notes

Subject

Type text here

Topic

Type text here

Title

Type text here

Grade(s)

Type text here

Cross-curricular link(s)

Type text here

Prior knowledge

Type text here

Intended learning outcome(s)

Type text here

3 Attach supporting files to your SMART Notebook software file before class

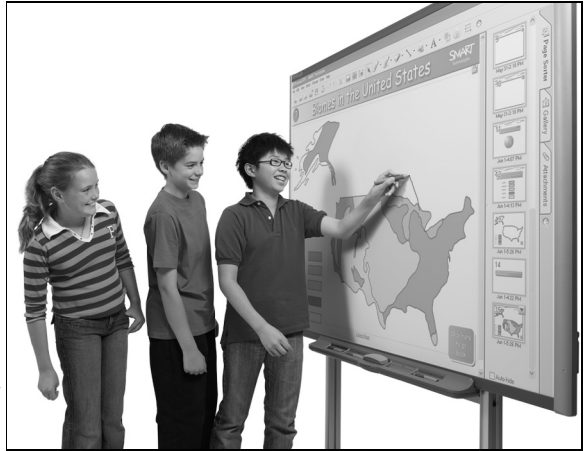
Taking time during a lesson to navigate to files you want to show can be awkward and distracting. Your lesson can lose its momentum and students can lose their focus. To avoid this, attach files, shortcuts and Internet links to the Attachments tab of your SMART Notebook file. You can then open them with a single press. Everyone remains on track, and no time is wasted.

4 Use a consistent layout for lesson pages

Using a consistent layout for SMART Notebook pages helps your students know where to look for information and keeps them focused on important content. SMART Notebook software includes several themes that you can use as templates, or you can create your own incorporating school colors, logos and other objects.

5 Create lessons that fully involve learners

The SMART Board™ interactive whiteboard is more than a teaching tool: it's a learning tool. Students can use the interactive whiteboard to manipulate objects, complete activities, make notes during brainstorming sessions and deliver presentations.

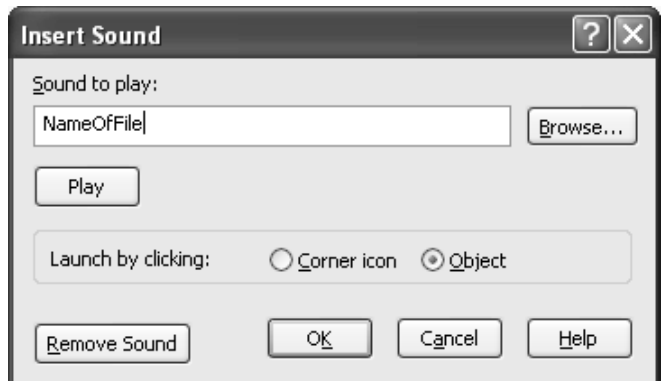


6 Use the Internet and extra resources to encourage inquiry

Store links to relevant websites and additional resources as attachments in your SMART Notebook file. When students are particularly interested in a topic or have a question, these links can serve as a starting point for inquiry. Consider planning virtual field trips, or having the class compose an e-mail to an expert, an author, or another class with a question or idea about the interactive whiteboard.

7 Engage a variety of learning styles

SMART Notebook software includes several tools that enable you to tailor lessons to a variety of learning preferences. Auditory learners will appreciate the sound capabilities. Kinesthetic learners will benefit from manipulating Flash® activities. Visual learners will benefit from the rich Gallery collection included with SMART Notebook software, as well as from watching processes recorded using the Page Recorder or SMART Recorder.



8 Record processes, instructions or examples to provide further instruction when needed

SMART Notebook software includes a Page Recorder that enables you to record all actions on a SMART Notebook page. Consider recording a process or example to be played during class if students need additional clarification on a concept.



9 Seek lesson activities on the Internet

Begin by searching the SMART Exchange™ online community, which offers hundreds of ready-made lesson activities and resources. Download and modify lesson activities to suit the needs of your students.

10 Collaborate and share resources

Keep in regular contact with other educators who are using a SMART Board interactive whiteboard. Share experiences, ideas, challenges, lesson activities and solutions.

Notes and ideas for designing effective lesson activities

Use this page to write notes and ideas from the training session discussions.

TIP: One of the quickest ways to add interactivity to a lesson is with a reveal activity, where the answer to a question is hidden on the SMART Notebook page. A great way to do this is using erase and reveal.

Type your question and answer, and then use a pen tool to cover the answer with digital ink. Select the digital ink, and set it to the same color as the page background. For example, if the page background is white, then the digital ink should also be white. To reveal the answer during your lesson, select the Eraser tool, and erase the digital ink covering the answer.

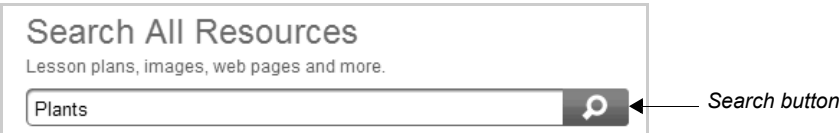
The SMART Exchange online community

The SMART Exchange is a repository for a variety of high-quality, peer-reviewed digital content you can use with your classroom technology. You'll find thousands of resources, including standards-correlated lessons for SMART Notebook collaborative learning software, question sets for SMART Response™ interactive response systems, links and other multimedia content. You can search for and browse content quickly and easily by subject, grade, curriculum, media type and popularity. You can also filter results according to the SMART products you have in your classroom.

Downloading resources

You can search for and download a variety of resources to use with the SMART Board interactive whiteboard.

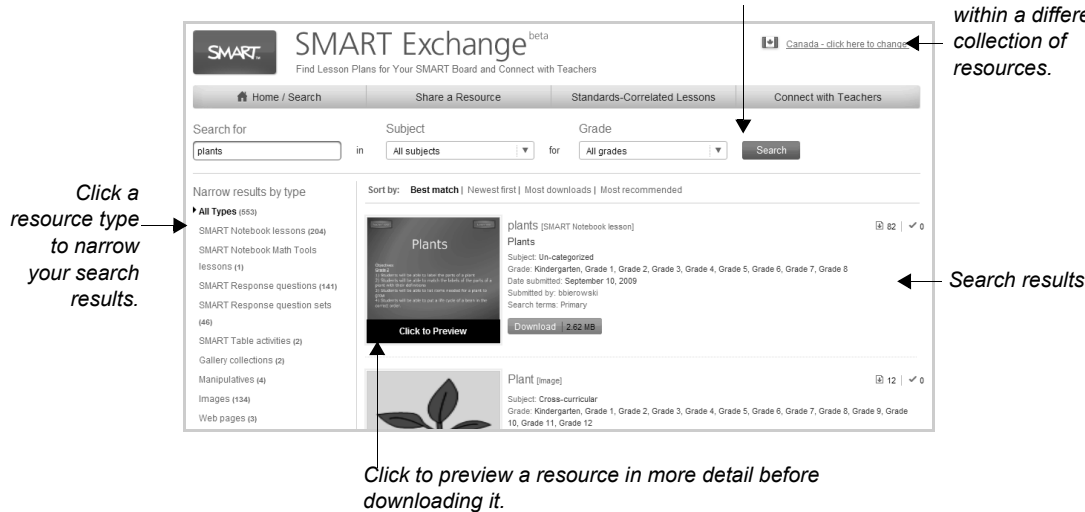
Type a keyword into the Search box and click the search button.



Resources specific to your region appear. You can narrow your search results by type, subject or grade. Click the **Search** button again to search within the narrowed criteria.

Select a subject or grade and click **Search** to narrow your results.

Click to select your region, search in a different language or within a different collection of resources.



Sharing resources

Contribute to the SMART Exchange community by sharing the resources that you've created with other teachers. Simply click **Share a Resource** on the SMART Exchange menu bar and fill out the required fields to share a resource you've created.

You can also use this area to recommend web pages that you love to use with your SMART Board interactive whiteboard. You do not need to own or have created a web page in order to share a link to it.

Finding standards-correlated lessons

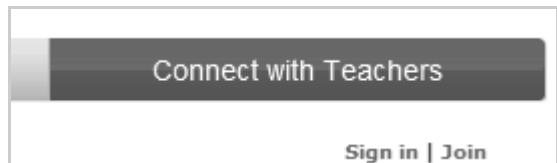
In many regions, you can search for resources that have been correlated to your local curriculum standards. If this service is available for your region, you will see a **Standards-Correlated Lessons** button on the SMART Exchange menu bar.

Click the **Standards-Correlated Lessons** button and select a standard, grade and subject. Click **View** to display the standards for that region. If a resource is available for a standard, a **View Resources** button displays beside the standard. Click the **View Resources** button to display the correlated resources for that standard.

Connecting with other teachers

The SMART Exchange also features an online teacher community where you can connect with colleagues to exchange ideas, insights and classroom success stories. To access the forum, click the **Connect with Teachers** button on the SMART Exchange menu bar.

Anyone can read postings on the forum, however to contribute to the forum you need to register or sign in to the SMART Exchange.



To register, click the **Join** link in the top-right corner of the *Connect with Teachers* area.

After registering you can sign in to gain full access to the forum.

Conversations, or threads, are sorted into categories and each of the categories is subdivided. To view the threads in a category, or to open a specific thread, click the title.

Review: Best practices and tools

- 1 List three tips for designing effective lesson activities in SMART Notebook software.
 - *Include Teachers' notes and lesson notes at the beginning of every lesson activity*
 - *Use links to improve the flow of a lesson*
 - *Attach supporting files to your SMART Notebook software file before class*
 - *Use a consistent layout for lesson pages*
 - *Create lessons that are hands-on for learners*
 - *Use the Internet and extra resources to encourage inquiry*
 - *Engage a variety of learning styles in each lesson activity*
 - *Record processes, instructions or examples to provide further instruction when needed*
 - *Seek lesson activities on the Internet*
 - *Collaborate and share resources with others*
- 2 From which website can you download SMART-created lesson activities?
<http://exchange.smarttech.com>
- 3 Describe two of the areas in the SMART Exchange.
 - *Home / Search – Search for and download lessons, images, web pages and more.*
 - *Share a Resource – Share resources and web page addresses*
 - *Standards-Correlated Lessons (available in some regions only) – Download resources that are aligned to your regional standards*
 - *Connect with Teachers – Online forum for sharing ideas and resources*

Structuring and organizing lessons

How can I make my SMART Notebook files organized and easy to use?

The Page Grouping feature in SMART Notebook software enables you to organize pages. Links, buttons and attachments can help you improve the flow of a lesson activity. Additional features, such as My Content and team content, help you keep your learning objects and SMART Notebook files well organized.

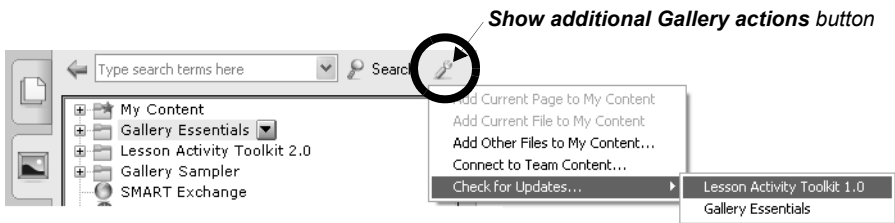
The Lesson Activity Toolkit

The Lesson Activity Toolkit is a Gallery collection full of ready-to-use content. It provides many tools and resources that can be helpful when preparing and delivering a lesson.

You have the option of installing the Lesson Activity Toolkit when installing SMART Notebook software 10. However, if you did not install it at that time, you can download it by checking for updates.

To install or update the Lesson Activity Toolkit:

- 1 Click the **Show additional Gallery actions** button in the Gallery tab
- 2 Select Check for Updates > Lesson Activity Toolkit. The Lesson Activity Toolkit update wizard appears.
- 3 Follow the prompts to install or update the Toolkit



Lesson Activity Toolkit contents

When installed, the Lesson Activity Toolkit will appear as a folder in the Gallery. It has the following six subfolders:

Activities – Activity templates are Flash[®]-created objects that make it easy for you to create sorting, matching and other interactive lesson activities.

Examples – The Examples folder includes filled-in content from the Activities, Pages, and Tools folders. These demonstrate the many dynamic and fun ways that SMART Notebook can help you bring your lessons to life. Many examples include instructional videos that will tell you how to create them.

Games – The Games folder contains classic game objects like cards, game boards, and playing pieces.

Graphics – Graphics help give your lessons a more professional look with its array of icons, borders, labels, and pull tabs.

Pages – Pre-made pages save you time and effort when creating title pages, questions, and other lesson pages. Its contents are similar to those of the Activities folder, but are fully made of SMART Notebook objects and are more customizable than Activities.

Tools – Tools are Flash-created objects that perform a variety of actions from animated answer revealers, randomizers, and timers.

Title pages and lesson pages

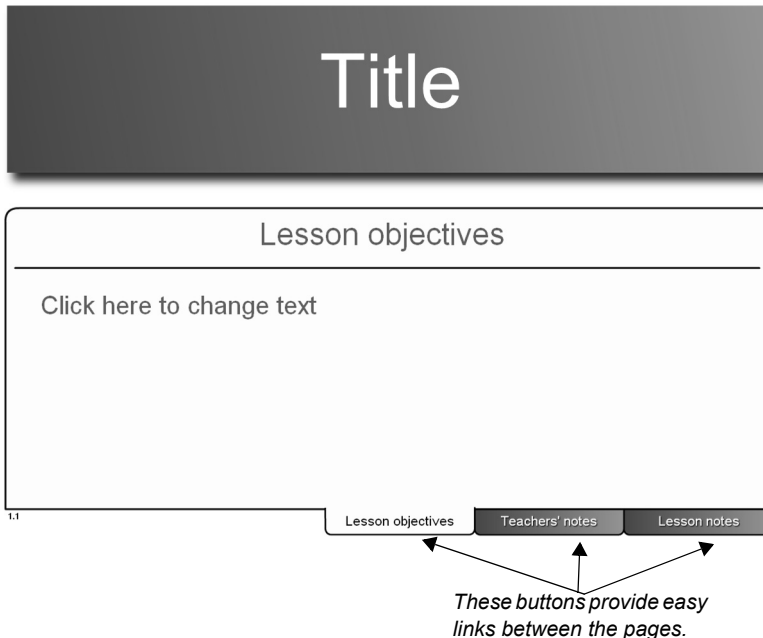
Ready-made pages make it easier for you to add structure and style to your lessons. You can find templates for title pages and lesson pages – complete with title bars – in the Pages folder of the Lesson Activity Toolkit.

To add one of these templates to your lesson, drag and drop it onto any page of the SMART Notebook file, then fill out the pages to suit your lesson activity. To change the text on the pages and title bars, highlight the existing text and start typing.

Title pages

Just as you would ask your students to include a title page on a book report, lab report or research project so that you know which student and class it's for, it's a good idea to include key details at the beginning of any SMART Notebook software lesson activity you create or use.

Documenting the subject, topic, grade level and learning outcomes at the beginning of your SMART Notebook file will help you to focus your efforts on these ideas as you develop the lesson and easily find appropriate lesson activities when reusing your files in future years. It will also make it easier for others to get an overview of the lesson if you share your resources.



Lesson objectives

Insert the topic and learning objectives to provide an overview of the lesson activity.

Teachers' notes

Use this page to detail information about the lesson such as topic or title. This action will be useful when you are sharing or revising the lesson activity.

Title

Teachers' notes

Subject:

Click here to change text

Topic:

Click here to change text

Grade(s):

Click here to change text

Prior knowledge:

Click here to change text

Cross-curricular link(s):

Click here to change text

1.1

Lesson objectives

Teachers' notes

Lesson notes

Title

Lesson notes

Click here to change text

1.1

Lesson objectives

Teachers' notes

Lesson notes

Lesson notes

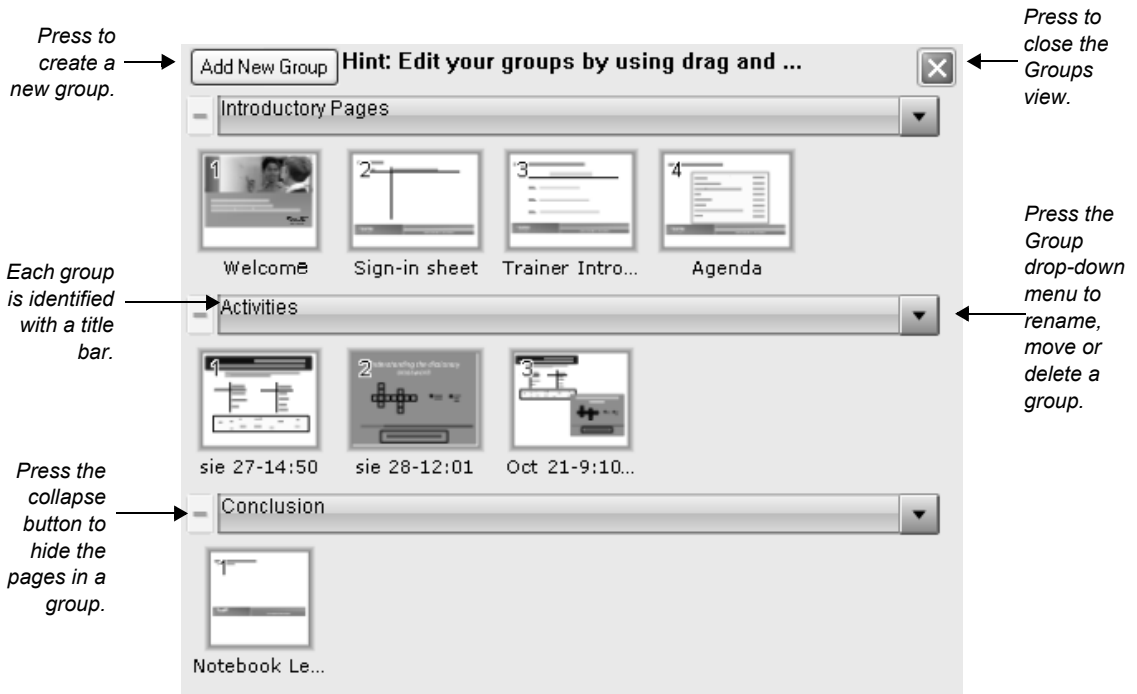
Use this page to document comments and instructions for the lesson. You can also use this page during a lesson to keep track of student questions or improvements you would like to make to the lesson activity.

Page grouping

To keep your SMART Notebook files well organized, you can sort pages into groups. This is particularly useful when there are a large number of pages within a file. Page grouping enables you to view your pages in an organized way. You can choose to show or hide specific groups, reducing the number of pages visible at a time. You can also rearrange the order of groups, quickly navigate to a particular group within the Page Sorter and apply a theme to all the pages within a group.

As a default, each SMART Notebook file has only one group. You can add and modify groups at any time. To view and edit groups, complete the following steps:

- 1 Open the **Page Sorter** tab
- 2 Press the **Groups** button
- 3 Select **Edit Groups**. If you have not yet edited the groups in the SMART Notebook file, all pages will be in the default group – Group 1. If you have already edited the groups for this file, the pages are displayed under the appropriate title bars.



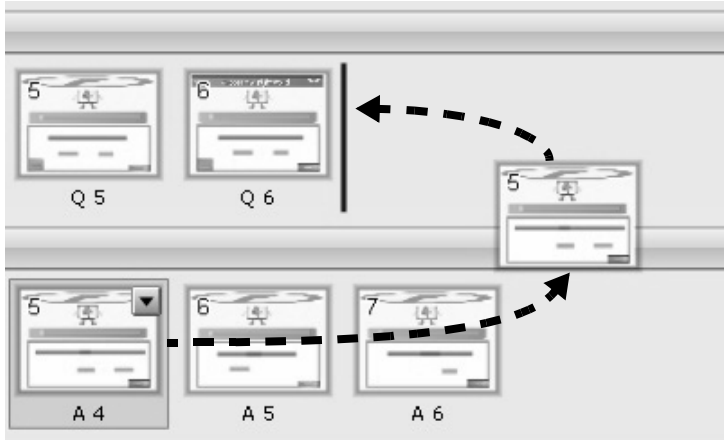
To create a new group, complete the following steps:

- 1 Press the **Add New Group** button. A new group title bar appears and a new blank page appears below it. Every group must include at least one page.
- 2 Press the group drop-down arrow and select **Rename Group**
- 3 Type a new name for the group

Pages and groups can easily be organized using the drag and drop method. To move a page to a different group or a different location in the same group, simply drag the thumbnail image for the SMART Notebook page to the new desired location. To rearrange the order of groups, drag a group's title bar to the new location.

Alternatively, press the group drop-down menu and select **Move Up** or **Move Down**.

To delete a group, select **Delete Group** from the drop-down menu. When you delete a group, you also delete all pages within that group, so be sure to move any pages you would like to keep into a different group first. If you move all pages out of a group, the group disappears automatically.



To move a page to a different location, within the same group or in a different group, drag it to the desired location. You can also change the order of groups using this method.

To close the Groups view, press the **Close** button in the upper-right corner, or double-click on any thumbnail image to navigate directly to that SMART Notebook page.

When using the Page Sorter, you can navigate between groups easily without opening the Groups view. To do this, press the **Groups** button at the top of the Page Sorter, and select the group you would like to see from the drop-down list that appears.

Select the group you would like to see from the drop-down list.

The selected group, in this case, the Answers group, will appear in the Page Sorter.



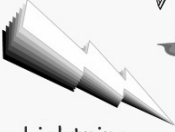




Linking

You can significantly improve the flow and organization of your lesson by taking advantage of the linking capabilities in SMART Notebook software. You can link any object on a SMART Notebook page to a webpage, an external file, an attached item or another page in the same SMART Notebook file.

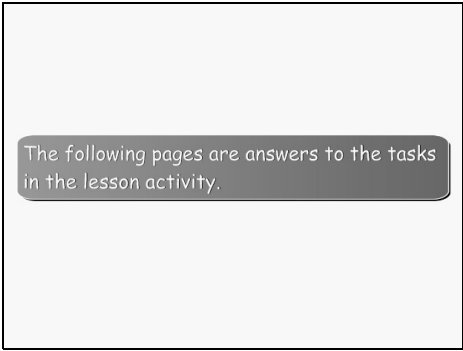
The ability to link to another page within the SMART Notebook file enables you to move between pages quickly, without using the Page Sorter. Since any object can be linked, you can create objects that serve as navigation buttons or set different messages to appear based on which object you or a student touches on the SMART Notebook page.

Many teachers like to write congratulatory messages or hints on specific pages, providing students with immediate feedback when they touch an object linked to that page. Navigation buttons created with links found on the message pages allow students to return to the activity easily to try again or move on to the next activity.

Acid Rain Causes		
<p>Which of these cause acid rain? Click on the image to see if you are correct.</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>Car</p> </div> <div style="text-align: center;">  <p>Windmills</p> </div> </div> <div style="text-align: center; margin-top: 20px;">  <p>Lightning</p> </div>		
<div style="text-align: center;">  <p>This causes acid rain.</p> </div> <div style="text-align: right; margin-top: 10px;"> <small>Click here to go back</small> </div>	<p><i>To respond to the question, the student presses the object that he believes causes acid rain. All three objects are linked to answer pages. within the SMART Notebook file. After pressing an object, the student will be presented with one of the two pages shown below.</i></p>	<div style="text-align: center;">  <p>This does not cause acid rain.</p> </div> <div style="text-align: right; margin-top: 10px;"> <small>Click here to go back</small> </div>

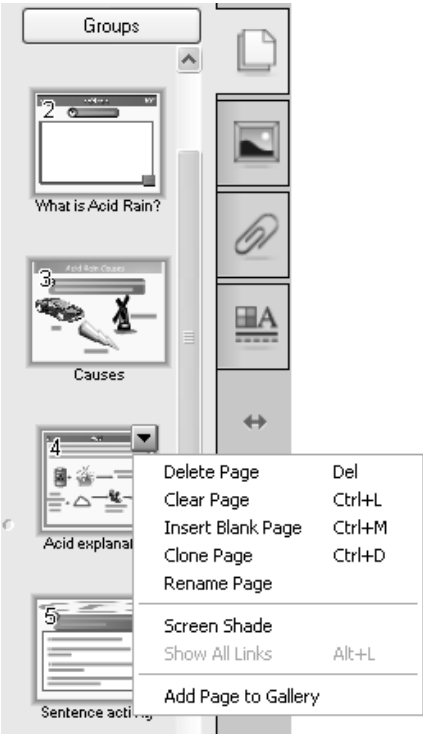
Tips for keeping your linked file organized

To keep your SMART Notebook file well organized, create the required SMART Notebook pages before creating the links. Place all answer pages at the back of the SMART Notebook file, and separate them from the lesson activity with a title page. The title page will prevent you from inadvertently displaying the answer pages to your students.



Name each page with a unique, short and descriptive name to make the pages easy to identify when you are creating the links.

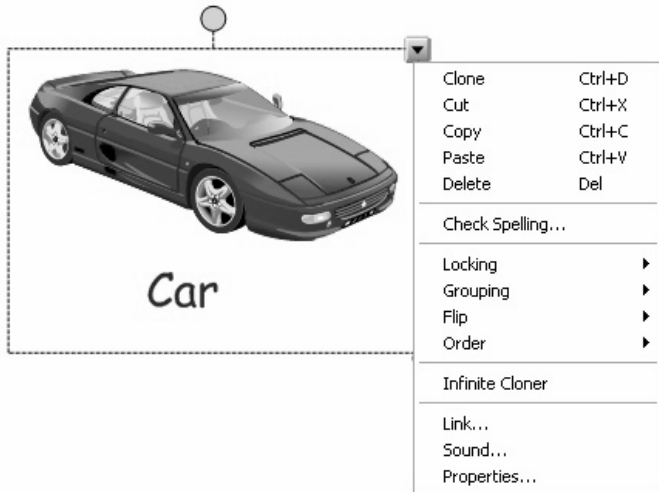
To rename a page, select **Rename Page** from the page drop-down menu in the Page Sorter. Type the page name in the text box that appears.



Creating links

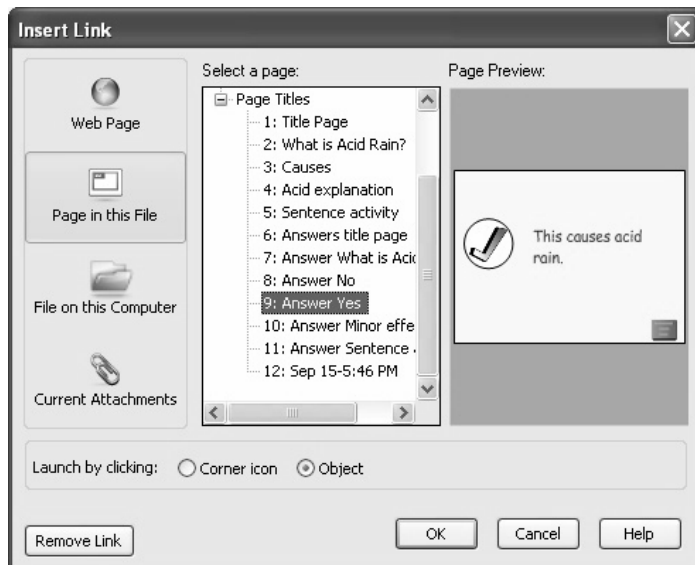
To link an object to another page within the same SMART Notebook file, select **Link** from the object's drop-down menu, and select **Page in this File** from the *Insert Link* dialog box.

A list of the pages in the current SMART Notebook file will appear. Select the page you would like to link to. The Page Preview pane enables you to confirm your selection before creating the link.



Select whether you would like to launch the link by clicking *Corner icon* or *Object*.

Press **OK** to create the link.



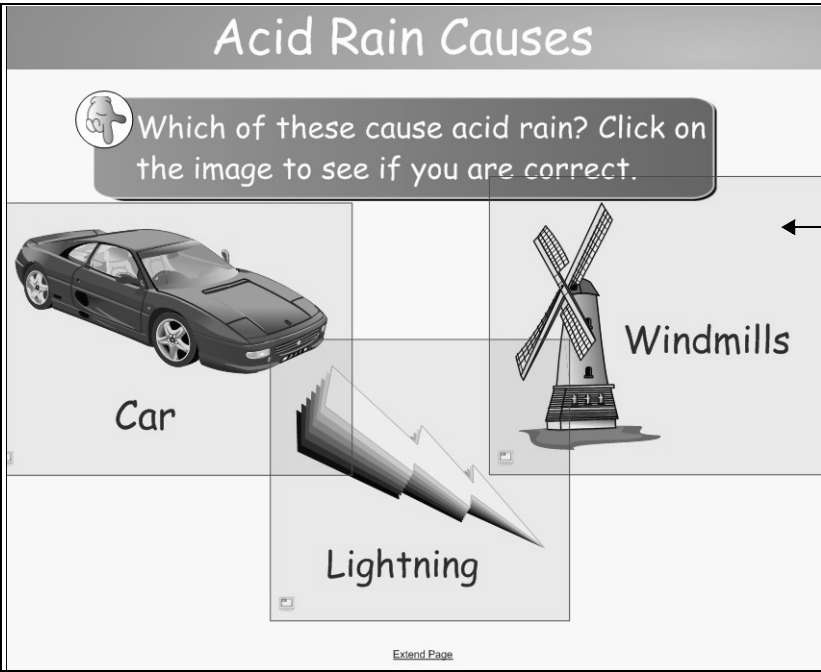
In this example, pressing anywhere on the object will link to the page Answer Yes, indicating that the object does contribute to acid rain. Brief but descriptive page names make it easy to select the correct SMART Notebook page for the link, and the Page Preview pane confirms the selection.

Show All Links

If you’re working with a SMART Notebook file that contains many links that you have not recently used or that someone else created, you can use the Show All Links feature to be sure that you have not overlooked any links that are hidden by surrounding objects.

Show All Links briefly highlights all objects on a SMART Notebook page that are linked to a website, file, another SMART Notebook page or a sound with an animated box. Select **View > Show All Links** to identify the links on the current page once, or select **View > Show All Links When Page Opens** to highlight the links each time you open the page during the current session.

View	Insert	Format	Draw	Senteo	Help
Page Sorter				Alt+1	
Gallery				Alt+2	
● Attachments				Alt+3	
Properties				Alt+4	
Next Page				PgDn	
Previous Page				PgUp	
Screen Capture Toolbar					
Screen Shade					
✓ Auto-Hide Side Bar					
Customize Toolbar...					
Full Screen				Alt+Enter	
Zoom					
Show All Links				Alt+L	
Show All Links When Page Opens					
Language Setup...					



An animated box appears to highlight each link on the page.

Attachments

Taking time during a class to navigate to the files you want to show can be awkward and distracting. Your lesson can lose its momentum and students can lose their focus. To avoid this situation, attach files, shortcuts to files and Internet links to the Attachments tab of your SMART Notebook file and open them easily during your lesson. You can then open them with a single press. Everyone remains on track, and no time is wasted. Attachments give you ready access to the information you want to display.

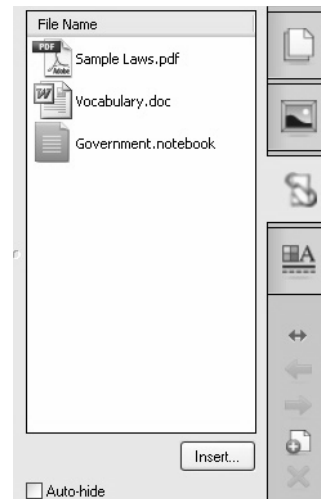
Attaching a copy of a file

You can add a copy of a file to the Attachments tab. This step enables you to keep all resources for a lesson in one place, making organizing your electronic files much easier. However, when you attach a file, the size of the SMART Notebook file increases.

To add a copy of a file to the Attachments tab, do the following:

- 1 Press the **Insert** button on the Attachments tab
- 2 Select **Insert Copy of File**
- 3 Navigate to and select the file you would like to add and press the **Open** button

When you open the file from the Attachments tab, it will be in read-only format. If you would like to save changes to a file stored in the Attachments tab, use Save As.



Attach supporting lesson files to a SMART Notebook file to save time and improve lesson flow.

Attaching a hyperlink

To save time finding Internet resources and reduce distractions during your lesson, you can add hyperlinks to the Attachments tab, similar to saving bookmarks or favorites in your Web browser.

To add a hyperlink to the Attachments tab, do the following:

- 1 Press the **Insert** button on the Attachments tab
- 2 Select **Insert Hyperlink**
- 3 Type the hyperlink address into the Hyperlink field
- 4 Type the text you would like to see in the Attachments list – for example, the website name – into the Display name field
- 5 Press **OK**

The hyperlink appears in the Attachments tab. To open the webpage in your default browser, double-press the link.

Attaching a shortcut to a file

A shortcut is a link to a file that is stored outside of SMART Notebook software. To add the shortcut to a file in the Attachments tab, do the following:

- 1 Press the **Insert** button on the Attachments tab
- 2 Select **Insert Shortcut To File**
- 3 Navigate to and select the file you would like to add and press the **Open** button

My Content

You can add your own images, objects and entire SMART Notebook pages to the Gallery, or save your favorite items into an easy-to-find location using the My Content folder. My Content is a Gallery collection reserved specifically for objects you have imported, captured or created. If there are any templates or tools that you use on a regular basis, such as your school logo or a lesson template, you can save time and reduce extra work by adding them to your My Content folder.

Adding items to My Content

To add an item to the My Content area, drag the item from the work area, the Page Sorter or the Gallery to the My Content folder in the Gallery.

To import additional files from your computer, including pictures you have taken with a digital camera or downloaded from the Internet, follow these steps:

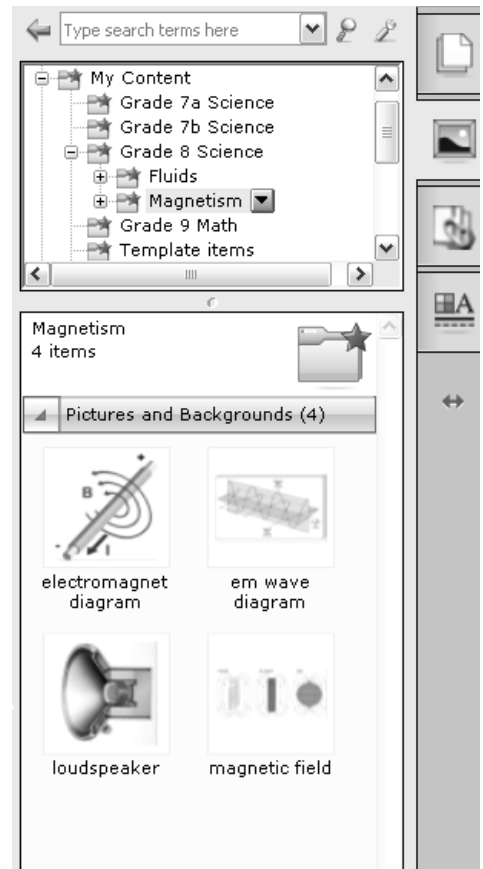
- 1 Select the **Gallery Actions** icon to the right of the search button
- 2 Select **Add Other Files to My Content** to launch the *Add to My Content...* dialog box
- 3 Browse to and select the file you would like to add
- 4 Press the **Open** button. Your file will appear as a thumbnail in the My Content area of the Gallery.

Organizing My Content

Within the My Content folder, you can create your own folders and subfolders to organize your Gallery content any way you like.

To add a subfolder to My Content, do the following:

- 1 Select the **My Content** menu arrow or a subfolder menu arrow
- 2 Select **New Folder**. A new folder will appear.
- 3 Type a name for this folder



Create subfolders within My Content to organize learning objects according to grade or class.

Adding keywords to objects in the My Content area

The search function in the Gallery works by scanning keywords associated with each Gallery item. When you add an item to the My Content area of the Gallery, you can provide keywords to the item so it is recognized by the search function and appears in future search results.

To add keywords to a My Content item, do the following:

- 1 Press the item's thumbnail in the My Content area
- 2 Press the drop-down menu arrow
- 3 Select **Properties** to launch the *Gallery Item Properties* dialog box
- 4 Type the keywords you would like associated with the item. For example, you could type *editing* and *symbol* if the Gallery item is an editing symbol you frequently use
- 5 Press **OK**

Team content

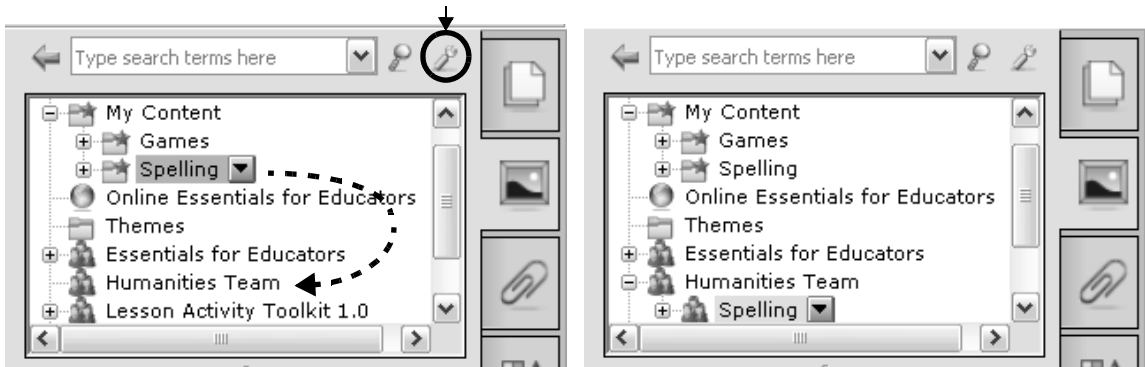
You can save time and encourage teamwork by sharing lesson activities with other teachers in your school or district. If you are using the same computer network, you can save your lesson activities, SMART Notebook files, Gallery Collections, images and multimedia files in a shared team content folder on the network. Multiple users can connect to the same content location, and changes made by one user are automatically updated for the other users.

A *team content* folder can be created by your network administrator.

To connect to your team content folder, select the **Gallery Actions** icon to the right of the search button, then select **Connect to Team Content**. Follow the prompts to locate your team content folder.

To copy files to a team content folder, select and drag files or objects from the My Content area of the Gallery to the team content folder. If you want to save your own changes or access the files when you are not connected to the network, copy the files from the team content folder to your My Content folder.

The Gallery Actions icon.

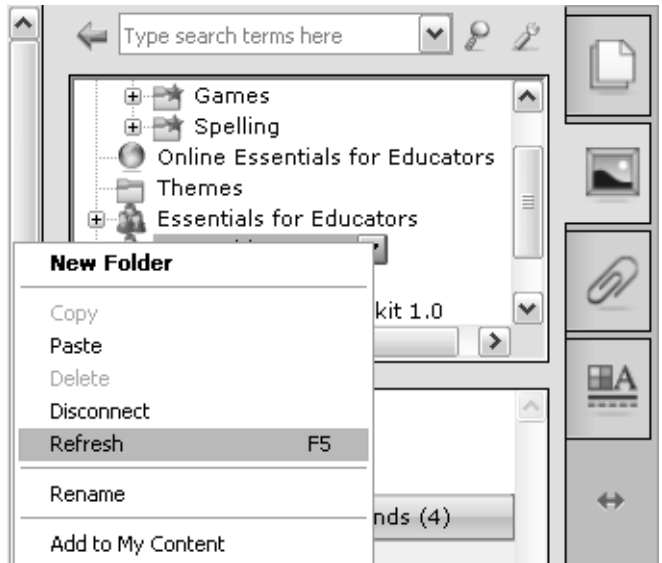


You can select and drag the Spelling folder from the My Content area into the Humanities Team team content folder.

The entire Spelling folder now exists as a subfolder in a team content folder called Humanities Team and is accessible by others through the network.

Since multiple users can connect to the team content folder to add, update or delete content, select **Refresh** from the drop-down menu to ensure that you are always seeing the most up-to-date content.

To disconnect from a team content folder, select **Disconnect** from the drop-down menu. You can skip this step to have the folder appear in the Gallery window the next time you open SMART Notebook software.



Click the team content drop-down menu to refresh content in the team content folder or disconnect from the network.

Review: Structuring and organizing lessons

- 1 List two ways to use links to improve the structure and organization of a lesson activity.
- 2 How do you turn on the Show All Links When Page Opens setting?
- 3 How do you move a page from one group to another?
- 4 What are the three ways you can attach items to a SMART Notebook file?
- 5 Why would you add a keyword to an item in the My Content folder?
- 6 What is a *team content* folder?

Review: Structuring and organizing lessons

1 List two ways to use links to improve the structure and organization of a lesson activity.

- *Link an object to another SMART Notebook page, eliminating the need to use the Page Sorter*
- *Link an object to a webpage so that it automatically opens the browser to the correct location*
- *Link an object to an attached file to eliminate the need to open the Attachments tab*

2 How do you turn on the Show All Links When Page Opens setting?

*Select **View > Show All Links When Page Opens** to highlight the links each time you open the page during the current session.*

3 How do you move a page from one group to another?

*Open the Page Sorter, press the **Groups** button and select **Edit groups**. To move a page to a different group, simply drag the thumbnail image for the SMART Notebook page to the new desired location.*

4 What are the three ways you can attach items to a SMART Notebook file?

You can add attachments as files, shortcuts to files and Internet links.

5 Why would you add a keyword to an item in the My Content folder?

You can add keywords to items in the My Content folder so that they can be located using the Search function in the Gallery.

6 What is a *team content* folder?

A team content folder is a shared network folder for storing SMART Notebook files, Gallery Collections and other learning objects that can be accessed through the Gallery by colleagues using the same network.

Adding style to lesson activities

How can I create professional-looking lesson activities?

SMART Notebook software 10 includes many features to enable you to create lesson activities with a professional look. Themes, alignment tools and tables will enable you to create visually appealing SMART Notebook files.

Properties tab

The Properties tab provides easy access to formatting and editing options for a selected object or objects on a SMART Notebook page. Many formatting options are accessible through the Properties tab, however only those options that are available for the currently selected object will be visible at any time. These options may include the following items:

- The color, transparency and fill effects of objects
- The color, thickness and style of lines
- The font type, size and style of text
- The animation settings for objects

The Properties tab also includes a Page Recording tool, enabling you to record actions on the current SMART Notebook page.

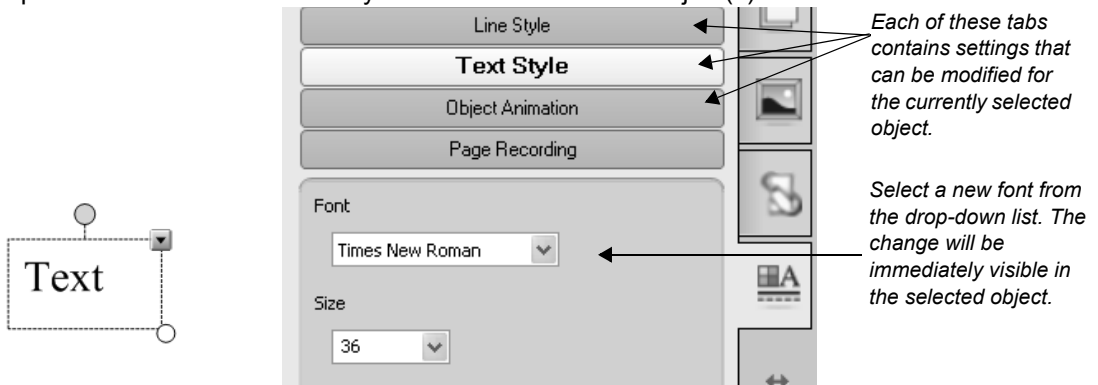
Opening the Properties tab

There are three ways to access the Properties tab:

- 1 Press the **Properties** toolbar button
- 2 Press the **Properties** tab
- 3 Select the object, press the object drop-down arrow and select **Properties**

Changing an object's properties

To change an object's properties, select the object(s) and open the Properties tab. You can select several objects and change their properties at the same time. Any modifications that you make in the Properties tab will be immediately visible on the selected object(s).



The properties that you are able to modify vary depending on the type of object that is selected.

Fill effects

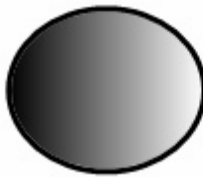
In this section, you can change the transparency and fill effects of an object. Increasing an object's transparency means that the image appears lighter on the page, enabling you to see objects that are placed behind it. To change the object's transparency, drag the slider from solid to more transparent.

With many objects you can also change the color and type of fill used in the object. There are four available fill types:

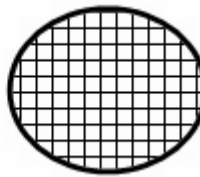
- 1 Solid fill – Select a color from the color palette to fill the object entirely. To access more color options, press the **More** link.
- 2 Gradient fill – This type of fill changes, in a gradual transition, from one color to another. Select a color from each of the two palettes. Select a style (the direction the fill transitions in) from the drop-down list. The object will change on a gradient from one to the other.
- 3 Pattern fill – This type of fill fills your object with the pattern that you select from the palette. You can also select foreground and background colors for your pattern by clicking the appropriate links. the palette will adjust using your selected colors, making it easier to choose.
- 4 Image fill – Select image fill to fill your object with an image file you have stored on your computer. Press the **Browse** link to locate your image file. The image file will be imported in its original size. If you have large files and would like to be able to see the entire image, resize the file using your photo editing software file before using it as a fill.



Solid fill




Gradient fill



Pattern fill



Image fill

TIP: Whenever you are selecting colors, you have the option of using the eyedropper tool. This tool enables you to select a color from anywhere on your display and use it as the fill color. To use the eyedropper, select the object you would like to modify. Then, press the  button. Your cursor turns to an eyedropper. Press once where the color is located that you would like to use. Your object will be filled with that color.

Line Style

Press the **Line Style** tab to modify line settings for a line or the outline of an object. Select the color and thickness from the palettes provided. Next, select the line style, and start and end styles from the drop-down menus.

Text Style

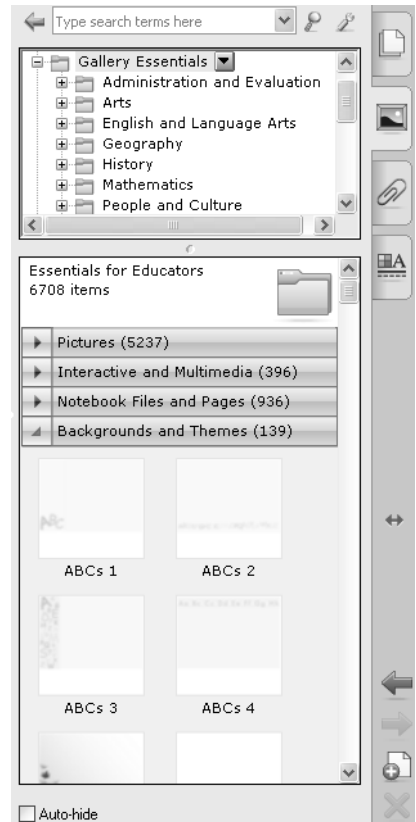
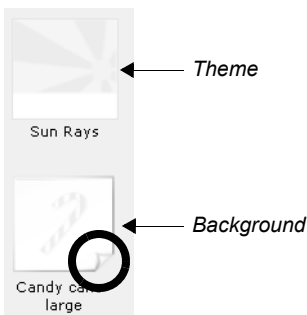
Press the **Text Style** tab to modify font properties including the font type, size and style.

Themes

You can use themes to apply a consistent style to pages or groups of pages in a SMART Notebook file. The Gallery includes predefined themes, and you can also create your own. To apply an existing theme to a SMART Notebook page or a group of pages, complete the following steps:

- 1 Open the **Gallery** tab
- 2 Select **Backgrounds and Themes**. The Gallery displays thumbnails of the available themes.
- 3 Select the thumbnail of the theme you want to apply
- 4 Press the thumbnail's menu arrow and select **Insert in Notebook**. The *Insert Theme* dialog box appears.
- 5 Select which pages you would like to apply the theme to
- 6 Press **OK**

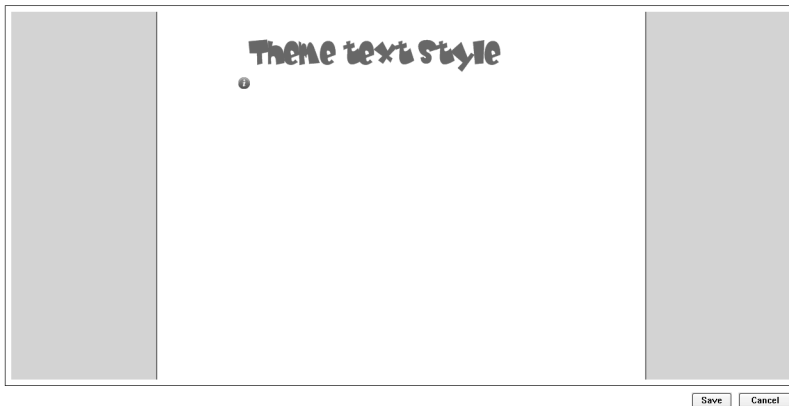
NOTE: The main difference between a theme and a background is that themes control the formatting of any typed text you add to the page. You can identify a background by the folded bottom corner of the page thumbnail.



To create a new theme, complete the following steps:

- 1 Select **Format > Themes > Create Theme**
- 2 Type a name for the theme in the **Theme name** box
- 3 Select the text object that appears in the workspace, and modify the text to your desired default text style for the theme. This text object will not appear in the completed theme.
- 4 Modify the workspace to reflect your new theme. You may need to scroll down to set up the entire SMART Notebook page.
- 5 Press **Save**

Theme name:



Add objects to the workspace as if it were a SMART Notebook page. You can set a default font by modifying the text object that appears in the workspace. When finished, press the Save button.

To delete a theme, right-click on the workspace and select **Delete Theme**. You can delete a theme from an individual page, but you cannot delete the theme from all the pages in a group or a file at the same time. To remove a theme from all pages at once, apply a Blank theme.

Active alignment

When arranging objects on a SMART Notebook page, you may want to align objects to increase clarity of your page. SMART Notebook software can display guides on the page to assist you in aligning objects with other objects, the page's vertical center and the page's horizontal center.

To display guidelines, select **View > Alignment**. The *Alignment Guides* dialog box appears.

There are three types of alignment guides available. Check the Alignment Guides options you would like to use. To turn a guide tool off, uncheck it.

Select **Show guides for active objects** to display a guideline when you move an object into alignment with another object. Guides will appear on the page to assist you in aligning objects to any side or center of a nearby object.

Select **Show vertical page center guide** to display a guide when you move an object toward the page's vertical center.

Select **Show horizontal page center guide** to display a guide when you move an object toward the page's horizontal center.

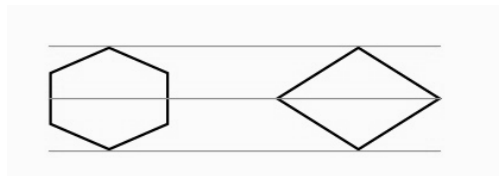
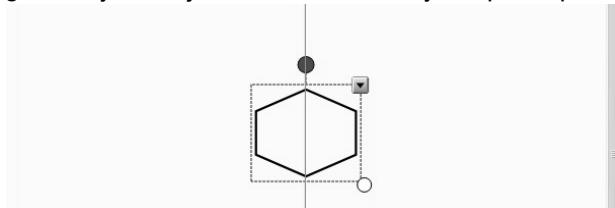
If you would like objects to snap to guidelines as you move the object on the SMART Notebook page, check the **Snap objects to guides** option.

To change the guide color, press the **Guide color** box and choose a new color from the palette.

If you have turned on any of the alignment guides, they will appear when appropriate when you are working on the SMART Notebook page. As you move an object in range of another object, or the horizontal or vertical center of the page, the guides will appear. If you selected *Snap object to guides*, your object will automatically snap into place on the guideline.



You can customize the active alignment feature by selecting only those alignment guides you would like to see when working in SMART Notebook software.



Tables

To add a table, complete the following steps:

- 1 Press the **Table** button or select **Insert > Table**. An eight by eight grid appears.
- 2 Select the number of columns and rows that you would like to include in the table by dragging over the cells in the grid
- 3 The table appears on the SMART Notebook page

Adding text and objects to tables

Once you have created your table, you can add text and objects, including freehand objects, geometric shapes, straight lines and graphic files to the table cells simply by dragging and dropping. To add text to a table cell, double-click on a cell. A text box will appear. To add an object to a table, select the object and drag it to the destination cell. To remove an object from a table, select it and drag it out of the table.

TIP: Each cell can contain only one object. If you would like to add multiple objects to a cell, for example, an image and a text descriptor of the image, group the objects before adding them to the table.

Selecting tables, columns, rows or cells on a SMART Notebook page

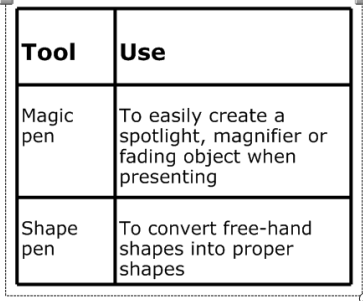
You can select a table, a column, a row, an individual cell or a selection of cells. After you have selected a table or a part of a table, you can modify the properties of the selected area.

Selecting a table is easily accomplished using the marquee select method. Use the select tool, and drag a rectangle to encompass the entire table.

To select cells, rows or columns, press inside the table area and drag over the specific cells you would like to select.

Moving and resizing tables

*Press and drag
this handle to
move the table.*



Tool	Use
Magic pen	To easily create a spotlight, magnifier or fading object when presenting
Shape pen	To convert free-hand shapes into proper shapes

*Press and drag
this handle to
resize the
table.*

To move a table on the SMART Notebook page or to another page, select it. A square handle appears in the table's upper-left corner. Use this handle to drag the table to the desired location.

To resize a table, select the table and press the resize handle in the lower-right corner of the table. Drag the handle to increase or reduce the size of the table.

Resizing columns and rows

You can resize rows and columns by pressing the table lines and dragging them to adjust them to the preferred size. For example, to expand the width of the first column, press the vertical line to the right of the column. A double-headed arrow appears. Drag the vertical line to the right to create a wider column. You can use this method to alter the size of any row or column, but you are limited by the height and width of the table. If you would like to increase the height or width of the table, drag the outer edge of the table to the desired height or width.

Tool	Use
Magic pen	To easily create a spotlight, magnifier or fading object when presenting
Shape pen	To convert free-hand shapes into proper shapes

To adjust column width, press on the line and drag it.

Inserting or removing columns, rows or cells

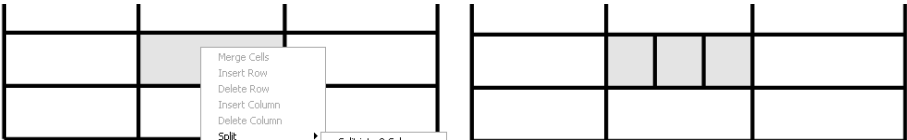
After creating your table, you can customize it by inserting or removing columns, rows and cells. To add a new column or row, select a column or row, right-click and select **Insert Column** or **Insert Row**. New columns will appear to the right of the selected column. New rows will appear below the selected row.

To remove a column or row, select a column or row, right-click and select **Delete Column** or **Delete Row**. The currently selected row(s) or column(s) will be deleted.

You can also delete an individual cell or group of cells from a table. For example, when creating a crossword puzzle, you wouldn't want a complete grid to appear. To delete unnecessary cells, select the cell(s) you would like to delete, right-click and select **Remove Cells**.

Splitting or merging table cells on a SMART Notebook page

To further customize the appearance of your table, you can split and merge cells. To split a cell means to turn one cell into two or more cells within the same area. SMART Notebook software provides several options for splitting cells, including split into 2x2, split into 3 rows and several other options.





To merge a cell means to turn two or more cells into one cell that then occupies the same area as the individual cells. To merge cells, select the cells, right-click and select **Merge**.

Cell shades

Cell shades are similar to a Screen Shade, but they cover and reveal the contents of individual cells within a table. Cell shades enable you to reveal the table content at a pace appropriate to the lesson. You can add a cell shade to an individual cell, a group of cells such as a row or column, or an entire table.

To add a shade to a cell, multiple cells or an entire table, select the cell(s). Right-click and select **Add cell shade**. To remove a shade from a cell, multiple cells or an entire table, select the cell(s), right-click and select **Remove cell shade**.

To reveal the contents of a cell covered by a cell shade, press once on the cell shade.

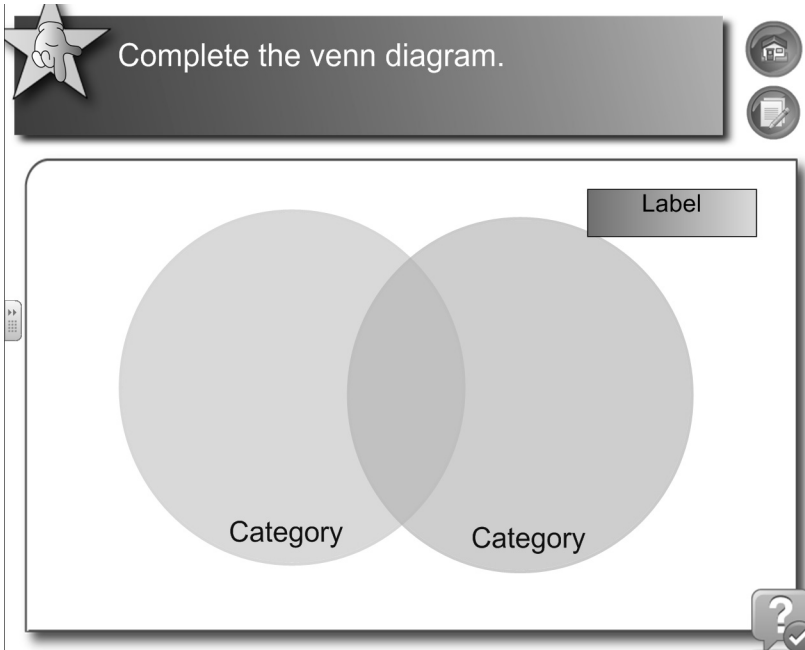
Tool	Use
Magic pen	
Shape pen	

The answers are hidden using cell shades. To reveal the contents of the cell, press once on the cell shade.

Lesson pages

Ready-made pages make it easier for you to add structure and style to your lessons, and using consistent page templates lets the viewer know where to look for information. You can find templates for title pages and lesson pages in the Pages folder of the Lesson Activity Toolkit.

To add one of these templates to your lesson, drag and drop it onto any page of the SMART Notebook file, then fill out the page to suit your lesson activity. Double click the default text to edit it, as you would any SMART Notebook text.



Venn Diagram example of a SMART Notebook lesson page template

Graphics

Icons and images from the Graphics folder will help you create sophisticated and engaging language arts lessons. Title bars and pull tabs can be dragged directly onto the SMART Notebook page. You can assign page links and weblinks to buttons and icons to make the lesson more interactive and engaging, and improve the flow. The Lesson Activity Toolkit provides all items in five colors, enabling you to select a background in your preferred color, and coordinate the graphics, icons and buttons.



Icons from the Lesson Activity Toolkit

Try again! Well done!

Standard text messages from the Lesson Activity Toolkit



Buttons from the Lesson Activity Toolkit

You can add links to buttons and any other graphic from the Lesson Activity Toolkit to improve the flow of your lesson. To add a link to an object, complete the following steps:

- 1 Select the object drop-down menu
- 2 Select **Link**
- 3 Edit the link location details in the *Insert Link* dialog box
- 4 Select whether to launch the link by clicking the corner icon or the object
- 5 Press **OK**

Review: Adding style to lesson activities

- 1** How do you turn active alignment on?
- 2** How do you move a table?
- 3** How do you add a cell or table shade?
- 4** What's the difference between a theme and a background?
- 5** List four items you can modify in the Properties side tab.

Review: Adding style to lesson activities

1 How do you turn active alignment on?

Select **Format > Alignment**. The *Alignment Guides* dialog box appears. Check the *Alignment Guides* options you would like to use and click **OK**.

2 How do you move a table?

To move a table on the SMART Notebook page or to another page, select it. A square handle appears in the table's upper-left corner. Use this handle to drag the table to the desired location.

3 How do you add a cell or table shade?

To add cell shades to an entire table, select the table, press the table's menu arrow and select **Add table shade**. To add a shade to a cell or multiple cells, select the cell(s), right-click and select **Add cell shade**.

4 What's the difference between a theme and a background?

A theme controls the formatting of typed text on the page, a background does not.

5 List four items you can modify in the Properties side tab.

- The color, transparency and fill effects of objects
- The color, thickness and style of lines
- The font type, size and style of text
- The animation settings for objects

Building interactive lesson activities

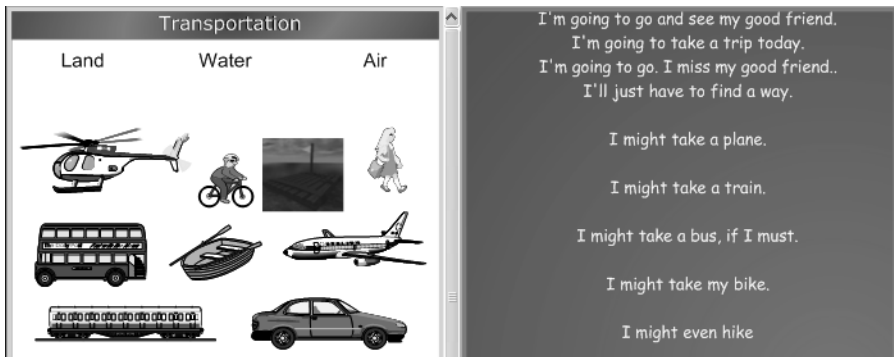
How can I take advantage of the interactive features in SMART Notebook software in my lesson activities?

SMART Notebook software includes many tools and features that enable you to make lesson activities that are engaging and interactive. Bringing students up to the interactive whiteboard provides them with a hands-on experience that they will remember.

Dual Page Display and Pin Page

In some lesson activities, you may want to display two pages side by side. For example, you may want to display new vocabulary words on one page and an activity on another page, or you may want to display steps to solving a particular type of math problem on one page and a math question for your students to complete on another page. You can display both of these pages at once using Dual Page Display. You can draw, make notes, import files and add links on either page just as you would on a single page, and even move objects between the two pages.

To use Dual Page Display, press the **Dual Page Display** button  on the SMART Notebook toolbar or select **View > Zoom > Dual Page Display**. The work area will be split into two panes showing two consecutive SMART Notebook pages.



Dual Page Display allows two SMART Notebook pages to be displayed at the same time.

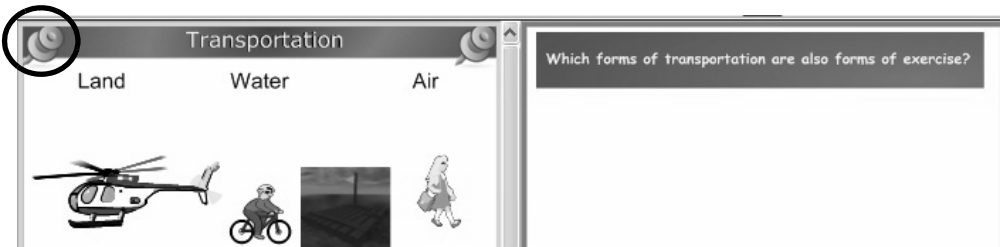
To close Dual Page Display, press the **Single Page Display** button  on the SMART Notebook software toolbar or select **View > Zoom > Single Page Display**.

Pin Page

When working in Dual Page Display, the Pin Page feature enables you to lock one page in place while still using the other pane to navigate through your SMART Notebook pages. For example, when introducing new vocabulary, you may want to keep a vocabulary list displayed on one page, and display various activities in the other pane. This approach enables students to refer to the new terminology or drag the vocabulary words onto the activity pages as needed.

To pin a page, navigate to the page you want to pin – in this scenario, the vocabulary list – and select **View > Zoom > Pin Page**. Thumbtack icons appear in the top corners of the pinned page. When you press the **Next Page** button, only one of the two displayed pages – the one without the thumbtack icons – will change. You can unpin the page by following the same steps.

The pin icons indicate that this page will remain stationary when you advance to the next page.

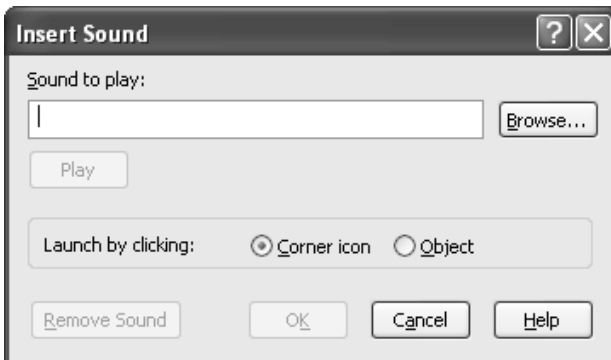


Attaching sound

The sound capabilities for SMART Notebook software are an ideal tool for teaching language skills and will also appeal to auditory learners. Attaching an audio clip to an image enables students to see a word and hear it pronounced at the same time. You can also attach longer sound files, including sound effects, songs and conversations that students can listen to, repeat and discuss.

To attach a sound file to an object, complete the following steps:

- 1 Select the object that you would like to attach a sound file to
- 2 Select **Sound** from the object's drop-down menu. The *Insert Sound* dialog box appears.
- 3 Type the name of the sound file to attach to the object, or press **Browse** to locate and select the sound file
- 4 Press the **Play** button if you would like to preview the sound to ensure it is the right file
- 5 Select whether you'd like to launch the sound by clicking a corner icon or the object
- 6 Press **OK**. The sound file is now associated with the object and the sound file is saved as a part of the SMART Notebook file.



Select whether you would like the sound file to launch when a person presses the object, in this case – the image of the bear – or by pressing a corner icon.



Students can press the sound icon to hear the word "bear."

TEACHER TIP: An interesting way to use sound in a lesson is to place several words, each with a sound file containing the correct pronunciation of the word attached, on the SMART Notebook page. Students can rearrange the words to build sentences. After creating the sentence, they can press the words to hear the sentence and make sure it makes sense and repeat what they hear.

Song is also a fun way to use sound in lesson activities. Attach a verse of a song to a text object containing the lyrics. Students can listen to the song and follow along by reading or singing the lyrics displayed on the SMART Notebook page.

Object Animation

You can add excitement to your lesson activity and emphasis to key points by using *Object Animation*. You can animate an object to fly in from the side of the page, spin, fade in, shrink and more, choosing when the animation takes place, at what speed and for how long. You can add animation to a text object or any object created with the Shapes tool or any of the pen tools.

To animate an object, complete the following steps:

- 1 Select the object you would like to animate
- 2 Open the **Properties** tab
- 3 Select the **Object Animation** tab
- 4 Using the drop-down lists provided, select the animation Type, Direction and Speed
- 5 Select the animation timing from the Occurs drop-down list. You can set the animation to take place when you enter the page or when you click the object.
- 6 Select how many times the animation repeats from the drop-down list

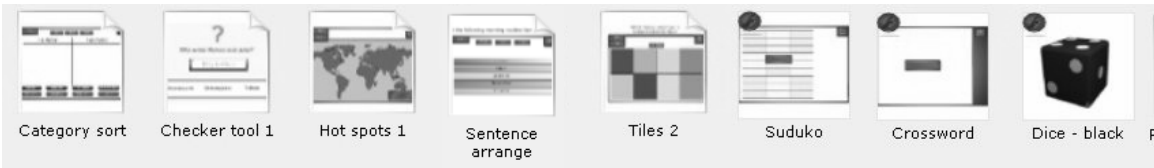
The screenshot shows the 'Object Animation' tab selected in the software's properties panel. The settings are as follows:

- Type:** Spin
- Direction:** Clockwise
- Speed:** Fast
- Occurs:** When the page is entered
- Repeats:** Five times
- Auto-hide:** ☐ (unchecked)

Drop-down menus enable you to easily select and modify object animation properties.

Interactive resources from the Lesson Activity Toolkit

The Lesson Activity Toolkit contains several interactive resources that will keep your students engaged and make learning fun.



Games and activities

The table below lists only some of the resources available in the Lesson Activity Toolkit, so be sure to browse through the folders to find additional activities and games that work for you, and creative ways to use them. The Examples folders can help you generate some ideas.

Activities	Games
Category sort	Board games
Keyword or image match	Crossword
Multiple choice	Deck of cards
Sentence arrange	Dice
Tiles	Dominos
Timeline reveal	Soduku

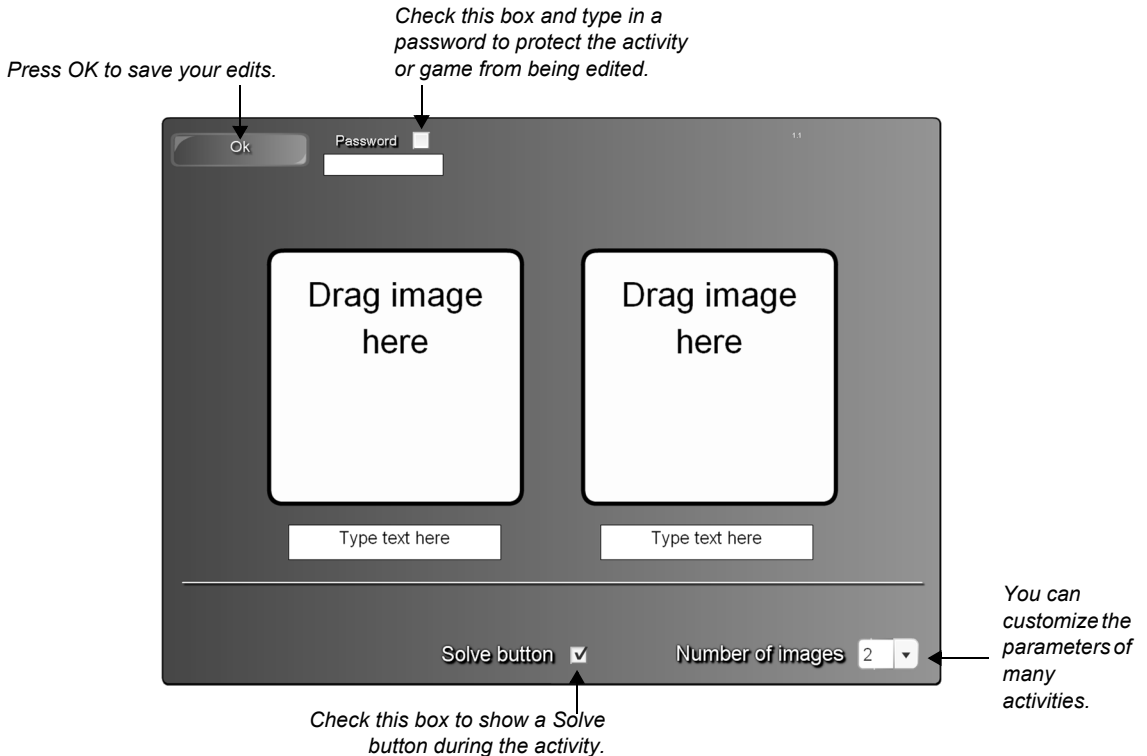
To add an item from the Lesson Activity Toolkit to your lesson, select a thumbnail image and drag and drop it onto the work area.

Editing an activity or game

Most Flash activity and game templates have an **Edit** button that enables you to customize the activity or game, and a **Help** button that displays detailed instructions for building and using it. Press **Edit** to get started. Fill in the blanks and make any selections required to set up the activity or game.

When editing the activities, games and tools, you can add text by typing in the text fields, or by dragging and dropping text from the SMART Notebook page, word processing software or a webpage or other software program, into the text fields to speed-up activity creation. For example, if creating a multiple choice activity, you can drag both the questions and answers from your existing quiz found in a word processing document.

If you would like to ensure that others cannot edit your activity or game, check the **Password** box, and set a password. This action can prevent participants from accidentally accessing the edit area of the activity during class.

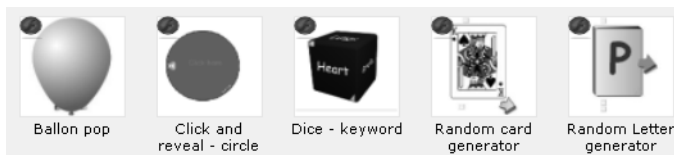


Lesson Pages

For more creative control over the lesson activity, there is a version of most activities that is created entirely from SMART Notebook objects. You can find **Lesson Page** activities in the Pages folder of the Lesson Activity Toolkit.

Tools

The Tools folder includes several useful tools, including random number, letter, card and domino generators, image and keyword dice, a voting tool, information buttons and word generators, scrolling text bars and many others, that you can use to add interactivity to your lesson activities. The tools in the Examples folder can help you generate some ideas.



When editing the tools, you can add text to a field by typing in a text field, or by dragging and dropping text from the SMART Notebook page into a text field.

Pull tabs

Pull tabs are a useful tool found in the Lesson Activity Toolkit that are designed for hiding text or objects on a SMART Notebook page until you are ready to reveal them. Pull tabs can be used to detail activity instructions and provide hints. They enable you to include a lot of information on a page, without cluttering it.

You can also create your own pull tab object using the Shapes tool. Consider saving the pull tab in your My Content folder if you will use it often.

Creating pull tabs

- 1 Select a pull tab from the Graphics folder or create your own pull tab object
- 2 Drag the pull tab onto the work area
- 3 Add the pull tab text to the workspace using the text button
- 4 Select both the text object and the pull tab (press **Ctrl** and click on each one)
- 5 Select **Grouping > Group**. The two objects will behave as one object.
- 6 Move the pull tab until the text is hidden on the edge of the page
- 7 During your lesson, use the pull tab to reveal the hidden text or image by pulling it toward the center of the workspace

Conjugate the verb *FAIRE*



Place the pull tab at the edge of the workspace or object to hide the attached text.

Conjugate the verb *FAIRE*



Pull the pull tab to reveal the hidden text.

Help

The Help folder in the Lesson Activity Toolkit contains links to additional information and supporting materials for the Toolkit.

Review: Building interactive lesson activities

- 1** How do you turn on Dual Page Display?

- 2** How do you attach a sound file to an object?

- 3** What are three object animation styles?

- 4** What are two ways to add text to a text field in an Adobe Flash activity, game or tool from the Lesson Activity Toolkit?

- 5** How do you create a pull tab?

Review: Building interactive lesson activities

1 How do you turn on Dual Page Display?

*Press the **Dual Page Display** button on the toolbar or select **View > Zoom > Dual Page Display**.*

2 How do you attach a sound file to an object?

*Select the object that you would like to attach a sound file to and select **Sound** from its drop-down menu. The Insert Sound dialog box appears. Press **Browse** to locate and select the sound file. Select whether you'd like to launch the sound by clicking a corner icon or the object, and press **OK**.*

3 What are three object animation types?

Fade in, fade out, flip around axis, fly in, fly out, shrink and grow, and spin

4 What are two ways to add text to a text field in an Adobe Flash activity, game or tool from the Lesson Activity Toolkit?

You can add text by typing into the text fields, or by dragging and dropping text from the SMART Notebook page, word processing software or a webpage or other software program, into the text fields to speed up activity creation.

5 How do you create a pull tab?

*Select a pull tab from the Graphics folder and drag it onto the work area. Position it next to the object you would like to group it with. Select both the object and the pull tab (press **Ctrl** and click on each one), and select **Grouping > Group**. Move the pull tab until the text is hidden on the edge of the page.*

Integrating rich media into lesson activities

How can rich media add value to my lesson activities?

Rich media files and tools appeal to a variety of learning styles, can add interactivity to the lesson and can save you time.

Integrating rich media into lesson activities

There are many ways that you can take advantage of various types of rich media when creating lesson activities with SMART Notebook collaborative learning software and a SMART Board interactive whiteboard.

In addition to the Internet, there are several other ways that media can be incorporated into a lesson activity. You can record and replay actions with the Page Recording feature in SMART Notebook software or the SMART Recorder. You can play, pause and write over video using the SMART Video Player. You can also easily import images and documents into SMART Notebook software.

Using your favorite websites

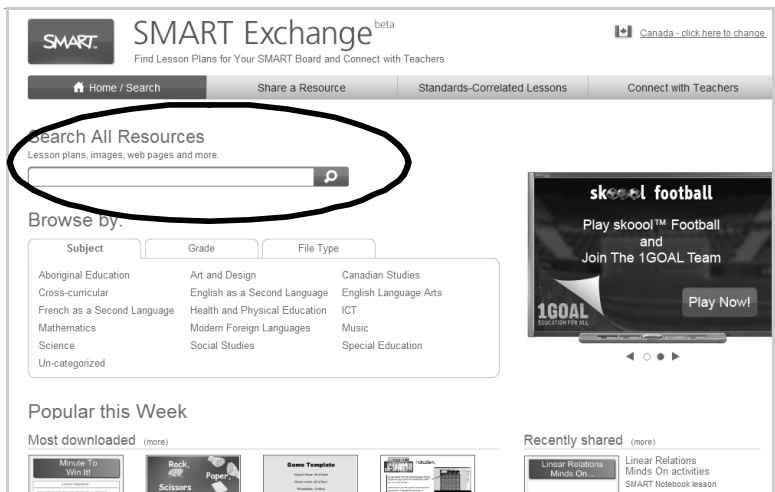
The Internet is a great resource for all kinds of information that can be useful in your lessons. Incorporating this information quickly and easily can save you lots of time and effort. In many cases, it is much more efficient to simply use an Internet resource, such as an existing lesson, rather than having to recreate it yourself.

Finding teacher-recommended websites

The SMART Exchange online community has many resources that you can use for lesson material, including teacher-recommended websites for a variety of topics. Using these recommendations is a great way to access easy, high-quality references and information for your lessons.

To find a recommended website, open your internet browser, and browse to exchange.smarttech.com

Type keywords for your topic in the search box, and then click the **search** button.



Click **Web Pages** in the *Narrow results by type* pane. If *Web pages* is not listed then your search did not find any recommended web pages to match your keywords. Try revising your keywords.

Click **Web pages** to display a list of teacher recommended web pages for your search topic.

Click the **Visit external web page** button to view the web page.

The screenshot shows the SMART Exchange interface. At the top, there's a header with the SMART logo and 'SMART Exchange beta'. Below it, a navigation bar includes 'Home / Search', 'Share a Resource', and 'Standards-Corre'. The search area has a 'Search for' field containing 'geography', an 'in' dropdown set to 'All subjects', and a 'Grade' dropdown set to 'All grades'. On the left, the 'Narrow results by type' pane lists: 'All Types (1,365)', 'SMART Notebook lessons (92)', 'SMART Notebook Math Tools lessons (2)', 'SMART Response questions (10)', 'SMART Response question sets (25)', and 'Web pages (23)'. The 'Web pages (23)' item is circled. Below this is a 'Terms of Use' section. The main results area shows a preview of 'Geography World' with a 'Click to Preview' button and a 'Visit external web page' button. Another preview for 'Geography Network' is partially visible below it.

Using the Transparent Background view

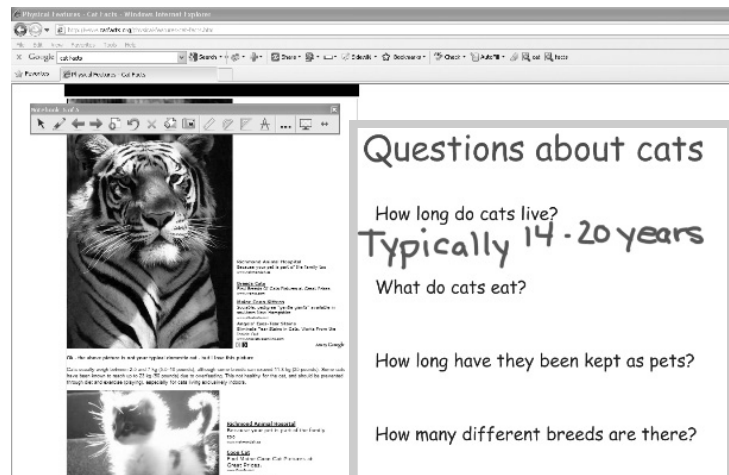
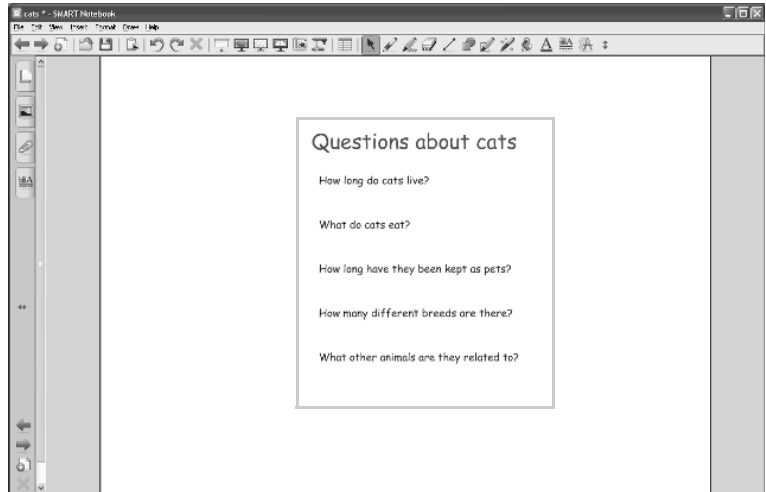
You can use the Transparent Background view to display the desktop or any open application behind the SMART Notebook window and continue to interact with the open, transparent file. You can draw in digital ink on a transparent page and save your notes. You can also display measurement tools, take screen captures and more. If an area of the transparent SMART Notebook window doesn't include any objects, you can select and interact with the desktop and applications behind the SMART Notebook window.

To turn on the transparent background, press the **Transparent Background** button on the SMART Notebook toolbar or select **View > Transparent Background**. The SMART Notebook page becomes transparent, and the transparent background toolbar appears.



If there are objects on the transparent SMART Notebook page they are still visible, and any added objects or ink remain on the SMART Notebook page when you return to standard view.

To return to standard view, press the **Transparent Background** button on the transparent background toolbar.



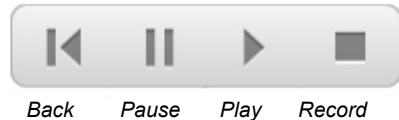
Page Recorder

Using the Page Recorder, you can record any actions completed on the current SMART Notebook page, including writing with digital ink, adding and modifying objects, and creating shapes. This recording is saved as a part of the SMART Notebook file and can be replayed at any time from that SMART Notebook page. The Page Recorder enables you to record an example of an activity or problem to replay when using the lesson activity in class. If students are working independently at the interactive whiteboard, they can view and re-view instructions and examples without seeking the help of the teacher.

To record actions on a SMART Notebook page, complete the following steps:

- 1 Open the **Properties** tab
- 2 Press the **Page Recording** button
- 3 Press the **Start Recording** button
- 4 Complete any actions on the SMART Notebook page that you would like to record
- 5 Press **Stop Recording**

A Page Recording toolbar appears at the bottom of the SMART Notebook page, which enables you to play and pause the recording from this SMART Notebook page at any time.



You can also play a recording by pressing the **Play** button found in the Page Recording section of the Properties tab.

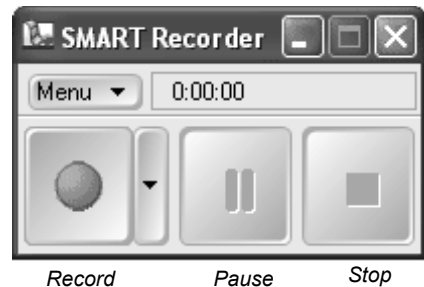
SMART Recorder

With SMART Recorder, you can make a video recording of your lesson, no matter which applications you are using on the interactive whiteboard. If you have a microphone attached, you can also record your voice. For example, this feature enables you to record sample math problems, incorporating the use of the on-screen calculator or spreadsheet, then replay the file as a review for your students or for those who missed the lesson. Recordings can be played using SMART Video Player or Windows Media[®] player (available free from www.windowsmedia.com/download). You can also use the SMART Recorder to record student work on the interactive whiteboard as a form of assessment.

SMART Recorder has a simple three-button interface that enables you to control the recording process.

To record actions on the SMART Board interactive whiteboard, complete the following steps:

- 1 Press the **Record** button. By default, SMART Recorder records the entire workspace, although you can modify this setting.
- 2 Complete the actions you would like to record
- 3 Use the **Pause** and **Record** buttons throughout the recording as required
- 4 Press the **Stop** button to end the recording
- 5 You will be prompted to save the file. Select a location, name the file and press **Save**.
- 6 The *Recording Complete* dialog box appears, providing details of the recording, including file size and recording time
- 7 If you would like to immediately view your recording, check **Play Recording**
- 8 Press **OK**



Hiding the SMART Recorder

If you do not want the SMART Recorder to be visible in the recording, or you don't want it to distract your students, you can hide it in the notification area.

To do this, press the **Menu** button and select **Hide to System Tray**.

Click on the **SMART Recorder** icon to access a menu providing you the same access to Record, Pause, Stop and other features of Recorder. Select **Show** to restore the SMART Recorder to full size.



The SMART Recorder icon in the notification area.

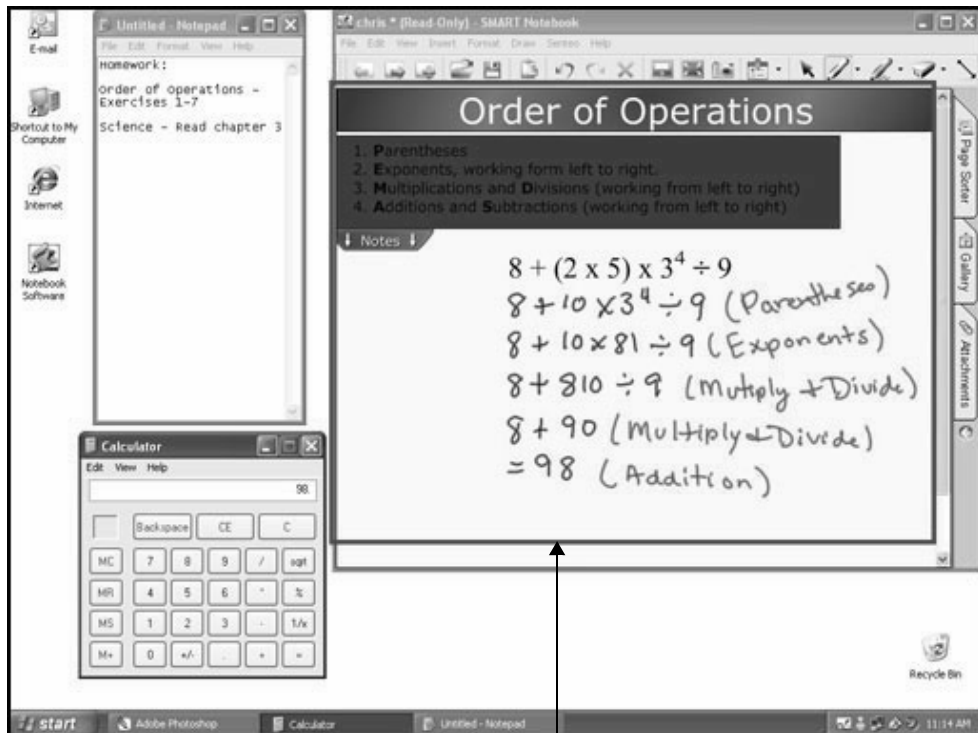
Setting the recording area

SMART Recorder has three options for the region of the workspace that will be recorded. Selecting a smaller recording area will reduce the file size and can eliminate distractions from the recording, such as the task bar or any applications that are open but not necessary for the lesson.

To specify the portion of your desktop that you would like to record, press the arrow beside the Record button, and select from the following three options:



- Record Desktop (Default) – Records the entire desktop
- Record Area – Prompts you to select the area of the screen you would like to record
- Record Window – Prompts you to choose a window that you would like to record



Record Area has been selected. Therefore, only the area within the red border will be recorded. This will eliminate distractions such as the calculator, Notepad and desktop icons.

SMART Recorder Menu

The SMART Recorder Menu button provides access to several options and settings that you can modify to make SMART Recorder work best for you. To access these settings, select **Options** from the Recorder Menu to launch the *Options* dialog box.

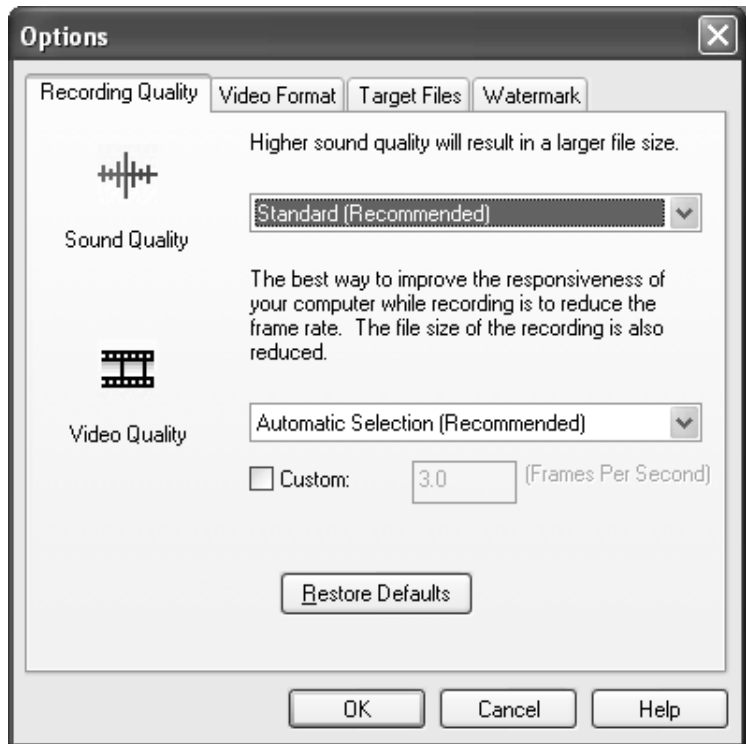
The **Recording Quality** tab enables you to adjust the quality levels of the sound and video recorded, which also has an impact on file size. For example, you can change the number of frames per second you record. Movies recorded at a low frame rate have a smaller file size than those with a higher frame rate, but the visual quality of the movie is reduced.

The **Video Format** tab allows you to choose a file format to save your movie. The Windows Media Video Files option creates a file that can be viewed with Windows Media player. The SMART Recorder

Video option creates a more compressed file, resulting in a smaller file size. This file can be viewed only if SMART Board software is installed on the computer playing the video.

Select the **Target Files** tab to change where your Recorder files are saved on your computer.

The **Watermark** tab enables you to add an image or text watermark to your recording, which would be visible anytime the file is played. You could use this feature to include course or unit titles, the date of the lesson or your school's logo. You can adjust the placement of the watermark on the recording, and the font size, style and transparency of the watermark. You can also set a standard watermark to use each time you create a recording or select *Turn off watermark when SMART Recorder closes* to revert to using no watermark.



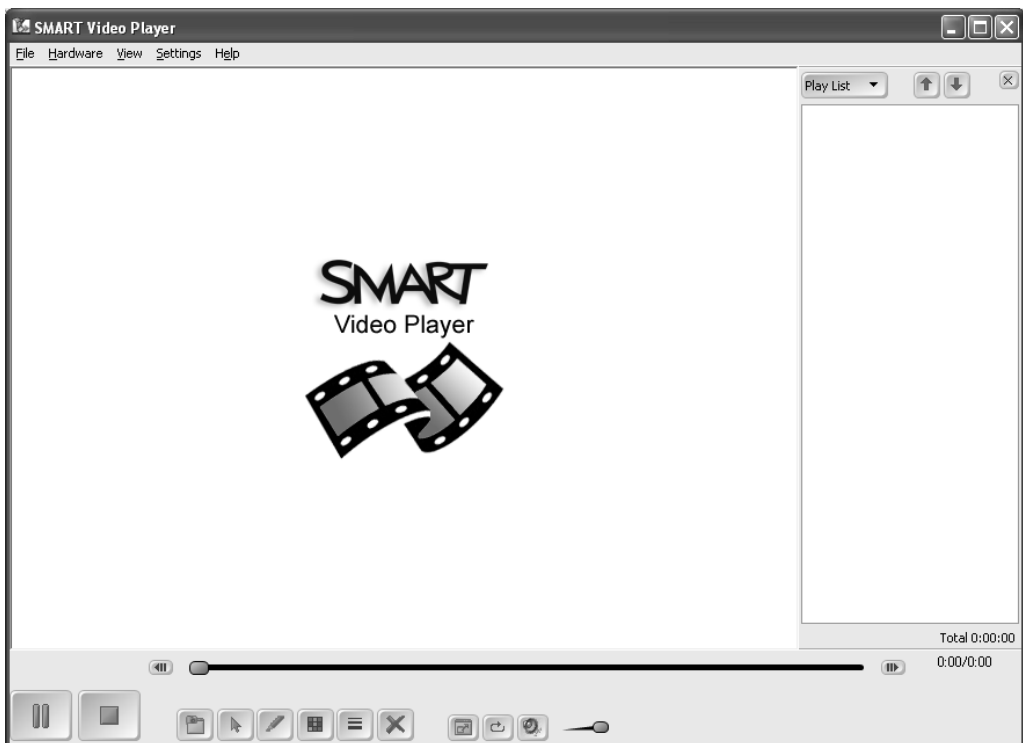
SMART Video Player

With SMART Video Player, you can play video files located on your computer or an external device, such as a camera, VCR, CD-ROM, DVD player or document reader.














Although other video players work on a SMART Board interactive whiteboard, when you are using SMART Video Player, you can write over the video, whether it is moving or still. The transparency layer does not appear over SMART Video Player when you pick up a pen tool from the pen tray. With other video players, the transparency layer appears, and the video seems to be paused while you are writing. However, it actually continues to play in the background and you miss portions of the video.

If you are writing notes you would like to save for later use, you can write over a frame of video and capture your notes to SMART Notebook software.

To launch SMART Video Player, click the **SMART Board** icon in the notification area and select **Video Player**.



SMART Video Player has an easy-to-use button interface that enables you to play and pause video, and set your preferences for using digital ink with the SMART Video Player.

Button	Use this tool to
	Show how much time is remaining in a movie
	Play or pause the movie
	Stop the movie and rewind it to the beginning. When using the pen tool, this button changes to a Clear Screen button, enabling you to remove any notes written over the video.
	Capture the current frame to SMART Notebook software
	Return the mouse to cursor mode
	Use the cursor as a pen tool
	Change the color of the digital ink
	Change the line thickness of the digital ink
	Clear any notes written over the video
	View the video in full-screen mode
	Set the video to repeat continuously
	Mute the sound
	Adjust the volume

To view a video file, select **File > Open** and browse to a video file on your computer. When you have located the file, click **Open**.

When you connect a video hardware device (such as a VCR, video camera or document camera) to your computer system, SMART Video Player detects the device and adds it to the Hardware menu. To view video from one of these devices, select it from the Hardware menu.

Play list

SMART Video Player has a play list feature that enables you to prepare and save a list of videos to use in your lesson. To view the play list, select **View > Show Playlist**. To add a file to the play list, press the **Play List** button and select **Add**. You can also reorder and remove files from the play list. To save the play list for future use, press the **Play List** button and select **Save**.

Video Player Settings

As there are many different potential uses for the SMART Video Player, there are several settings that you can change to customize the way that the Video Player works and responds to your actions, including the video playback speed, what happens when you pick up a pen tool and how long any notes you make are displayed on the screen.

To access the *Video Player Settings* dialog box, select **Settings > Video Player Settings**.

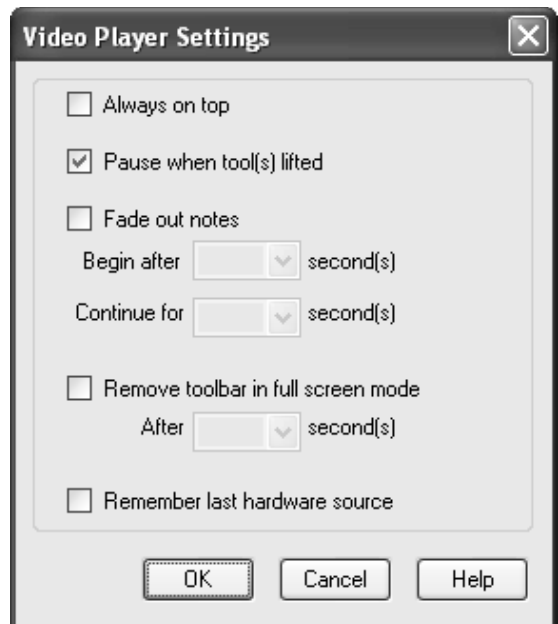
Pause while writing

The default setting for Video Player is to pause whenever you pick up a pen tool. With this setting, you can stop the video, make notes and lead a discussion with your students. When you are ready, you can put the pen down to continue watching the video. Alternatively, you can deselect the **Pause when tool(s) lifted** check box, changing the settings so that the video continues to play when you are using the pen tool. This action enables you to highlight important points on the screen without interrupting the flow of the lesson.

Fading out annotations

As the video plays, you might want your notes to disappear without having to press the Clear Screen button. To enable or disable the Fade out notes option, complete the following steps:

- 1 Select or deselect the **Fade out notes** check box
- 2 Designate the amount of time (in seconds) that should pass before the digital ink begins to fade and how long it should take to clear the screen
- 3 Press **OK**



Remembering the hardware source

If you frequently use SMART Video Player to display video from an external source, such as a DVD player or electronic microscope, you can save on preparation time by checking the **Remember last hardware source** option. SMART Video Player will automatically look for a video file on the last hardware source used.

Removing the toolbar in full-screen mode

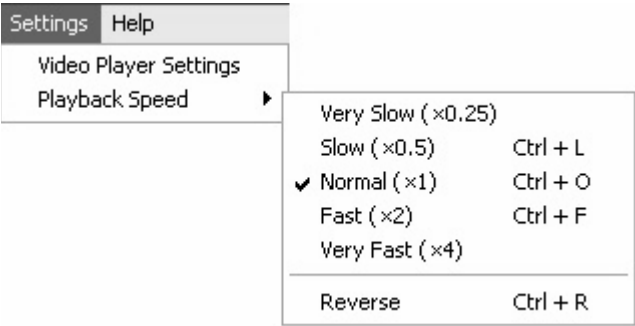
To ensure that the video is visible for the entire class, you may want to display the video in full-screen mode, using the entire interactive whiteboard. When you select the full-screen view, a different toolbar appears with buttons for playing and pausing the video, and for capturing and clearing your writing. This toolbar also includes a button for returning to normal view.



Use the Remove toolbar in full-screen mode option to set how long this toolbar remains on screen. To access the Video Player toolbar after it has disappeared, touch the interactive screen.

Video Playback Speed

You can adjust the speed of video playback by selecting **Settings > Playback Speed**. Tailor the video playback to your class needs by selecting at a slower or faster speed.



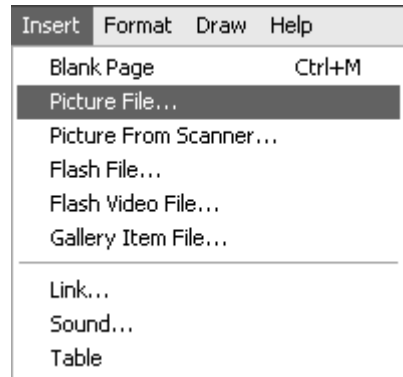
Import images

In addition to using the many images and objects included in the Gallery, you can easily import your own pictures into a SMART Notebook file. To insert a picture from a file on your hard drive or network, complete the following steps:

- 1 Select **Insert > Picture File**. The *Insert Picture File* dialog box opens.
- 2 Locate your picture file
- 3 Select **Open** to import the image into the current SMART Notebook page

You can also import printed material, such as an overhead transparency sheet, if there is a scanner connected to your computer.

- 1 Select **Insert > Picture From Scanner**. The *Insert Scanned Picture* dialog box opens.
- 2 Select a scanner from the list
- 3 Press the **Scan** button
- 4 Scan your picture and adjust it as needed, following the instructions provided by the scanner's software
- 5 When the scan is complete, close the dialog box and return to SMART Notebook software



Importing a file with SMART Notebook Print Capture

SMART Notebook Print Capture is a printer driver installed with SMART Notebook software that imports a file or specified pages of a file into the SMART Notebook file. Each page of the imported file appears as an object on its own SMART Notebook page, with its original formatting and page breaks preserved. This feature is different than Capture to SMART Notebook software, because it enables you to import full pages, page ranges and files, not just the visible work area.

You can import Microsoft® Word software documents or any other type of document that you would normally be able to print. This feature is particularly useful if you have existing electronic resources, but you would like to take advantage of the interactivity that SMART Notebook software enables.

To import a file using print capture, complete the following steps:

- 1 In the source application, select **File > Print**. The *Print* dialog box opens.
- 2 Select **SMART Notebook Print Capture** from the list of printers
- 3 In the *Print* dialog box, select a page range
- 4 Press **OK**

NOTE: If SMART Notebook software is already open, the pages from the source file are added to the SMART Notebook file after the current SMART Notebook page. If SMART Notebook software is not already open, it will launch.

Changing the properties of the SMART Notebook Print Capture driver

When you import a file with SMART Notebook Print Capture driver, each page appears as an image on its own Notebook page. Just as with any printer driver, you can change the page orientation and additional print properties.

To change the page orientation, do the following:

- 1 In the source application, select **File > Print**. The *Print* dialog box opens.
- 2 Select **SMART Notebook Print Capture** from the list of printers
- 3 Press the **Properties** button. The *SMART Notebook Print Capture Properties* dialog box opens.
- 4 Select **Landscape** orientation or **Portrait** orientation
- 5 Press **OK**

Lesson development in SMART Notebook software

How can SMART Notebook software help me to arrange the curriculum into interesting and effective lessons?

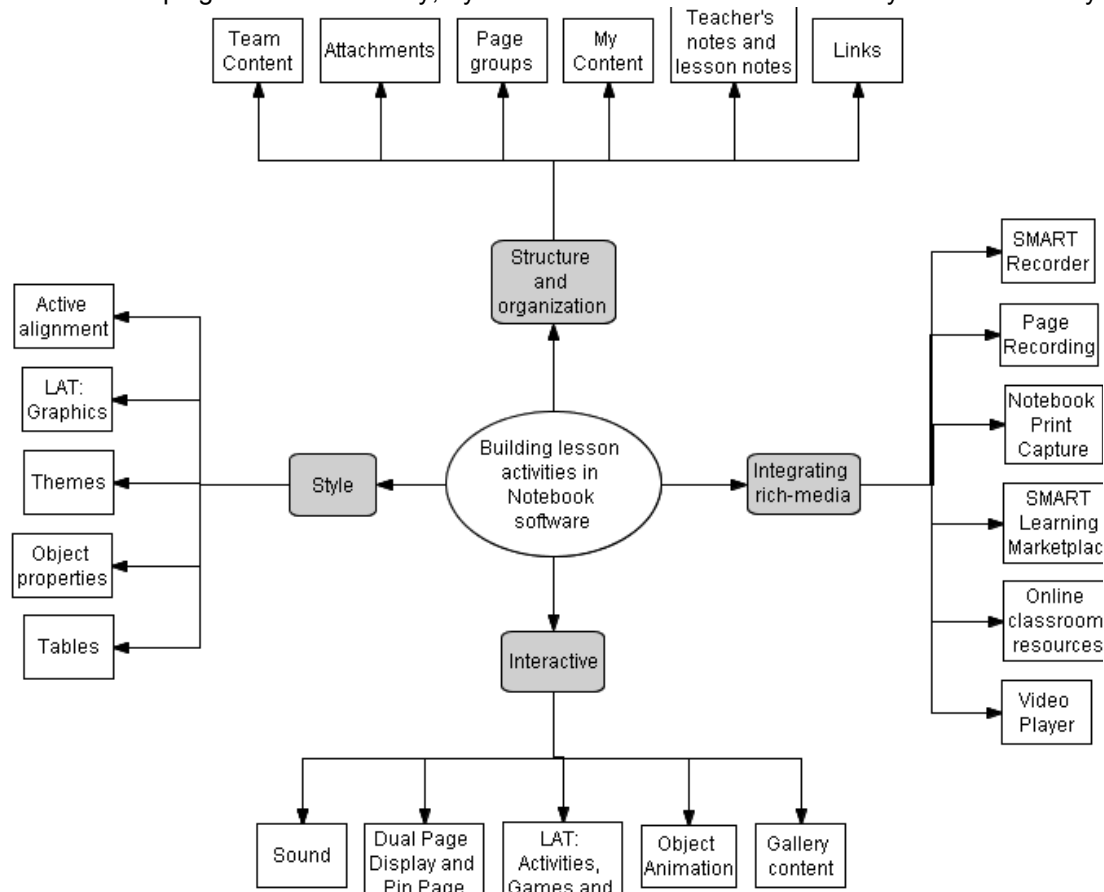
Try integrating the tools and features covered in this workbook to build a lesson activity that you can use in your classroom.

Hands-on practice

Create a lesson activity in SMART Notebook software that you can use in your own classroom. The lesson activity should contain the following items:

- Teachers' notes and lesson notes
- At least four pages
- Objects, backgrounds and multimedia objects from the Gallery

When developing the lesson activity, try to include at least two of the skills you learned today:



Delivering lessons and leveraging interactive tools

How can I enhance my delivery of lessons using SMART Notebook software?

This section aims to enhance your delivery of interactive whiteboard lessons through organizational best practices, customization of the SMART Notebook interface, delivery tips and hands-on practice leveraging interactive tools.

Organization and planning for a sophisticated delivery

The best way to prepare yourself for delivering your lessons on a SMART Board™ interactive whiteboard is to create well-organized, well-designed SMART Notebook software lessons.

An organized, well-designed lesson will enable the following:

- Smooth and effective navigation from page to page
- Clear and concise presentation of lesson content
- Increased flexibility to address student needs
- Clear expectations of what students or substitute teachers are to do during a lesson activity
- Lesson activities that perform as intended
- Minimal transition time between documents or activities, resulting in more effective classroom management

Organization and planning notes
<p>Please use the space provided below to note some features of SMART Notebook software that will help you organize and design your lesson for an effective delivery.</p>

Organization and planning notes, continued**Design your lesson to be delivered interactively**

A SMART Board interactive whiteboard is different from a digital projector and screen in that it is designed to be an interactive medium. A presentation graphics program such as Microsoft PowerPoint® software can certainly be used on an interactive whiteboard, but showing pre-prepared slides in a linear format is not the only or best option for lesson delivery on an interactive whiteboard. The interactivity of whiteboards equipped with collaborative learning software allow and encourage teachers to be flexible, nonlinear and spontaneous in their lesson delivery.

If lecture-style delivery is your preferred teaching method, there are still many advantages to using an interactive whiteboard. However, to make maximum use of this tool, consider experimenting with incorporating some interactivity into your lessons. Easy places to start are question-and-answer type interactivity, diagram labeling and the use of interactive learning objects created in Flash® software.

Customizing SMART Notebook software for effective lesson delivery

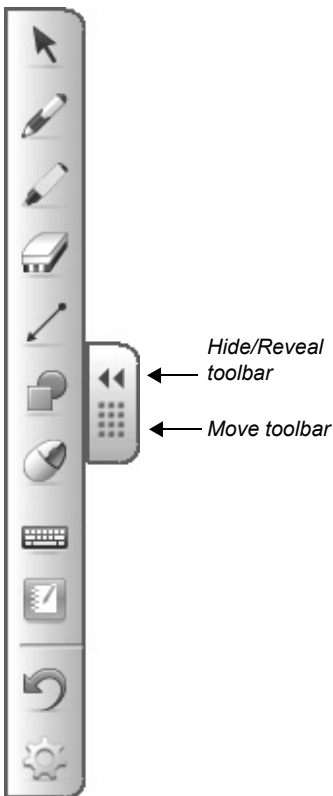
Teachers with a sophisticated delivery style don't distract their students from the lesson by searching for the tools they need. Customize the SMART Notebook interface to put all the tools you need for your unique delivery style at your fingertips. This section outlines several of the customization options included in SMART Notebook collaborative learning software.

Customizing the Floating Tools toolbar

The Floating Tools toolbar provides instant access to interactive tools that will help you deliver amazing lessons whether you are using SMART Notebook software or another application on the SMART Board interactive whiteboard.

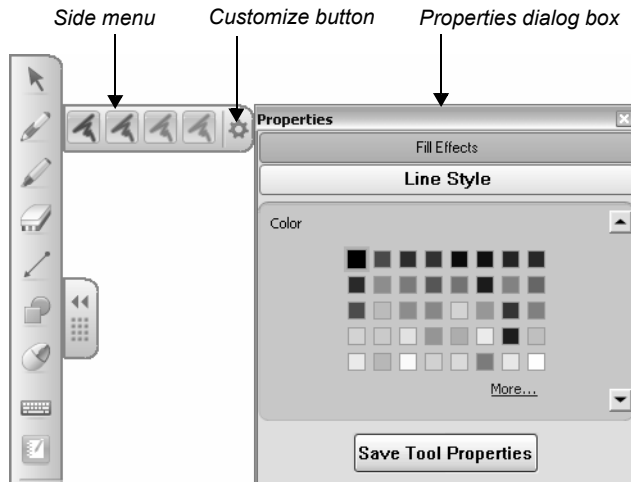
By default, the Floating Tools toolbar is anchored to the left-hand side of the interactive whiteboard. If you are right-handed and find yourself needing to access it frequently while writing and navigating, you may wish to drag this toolbar to the right-hand side of the screen before beginning your lesson.

Customize the properties of the tools that have side menus to minimize delivery time spent setting them up to be useful for your lessons. Press the **Customize** button on the side menu. The *Properties* dialog box will appear where you can change the settings for the tool.



*Floating Tools
toolbar
(default settings)*

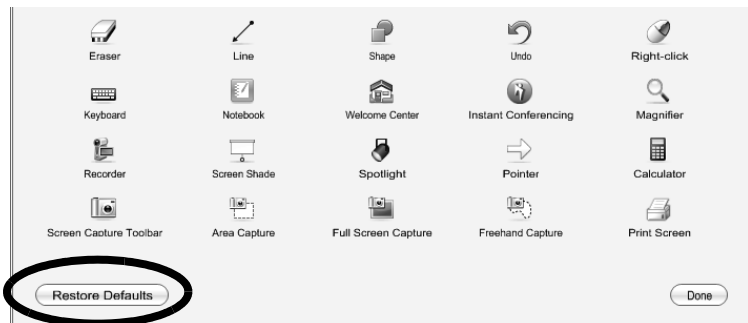
You can save the new settings so they become the default for that tool by clicking the **Save Tool Properties** button at the bottom of the dialog box after you've set the parameters above.



Customize your Floating Tools toolbar so that it contains all the tools you find yourself using frequently in your lesson delivery.



Press the **Customize** button in the Floating Tools toolbar to choose from a variety of toolbar icons. You can choose as many icons as you like to fully customize this toolbar with the tools you need most often.



To add a button to the Floating Tools, drag and drop the icon onto the toolbar. To remove a button, ensure the **Customize** button has been pressed, and drag the button off the Floating Tools toolbar.

To return the toolbar to its original configuration, press the **Restore Defaults** button.

When you are finished customizing the toolbar, press the **Done** button.

Customizing the interface in SMART Notebook software

Several options are available for customizing the interface of SMART Notebook software so that it reflects your delivery style and the needs of your classroom.

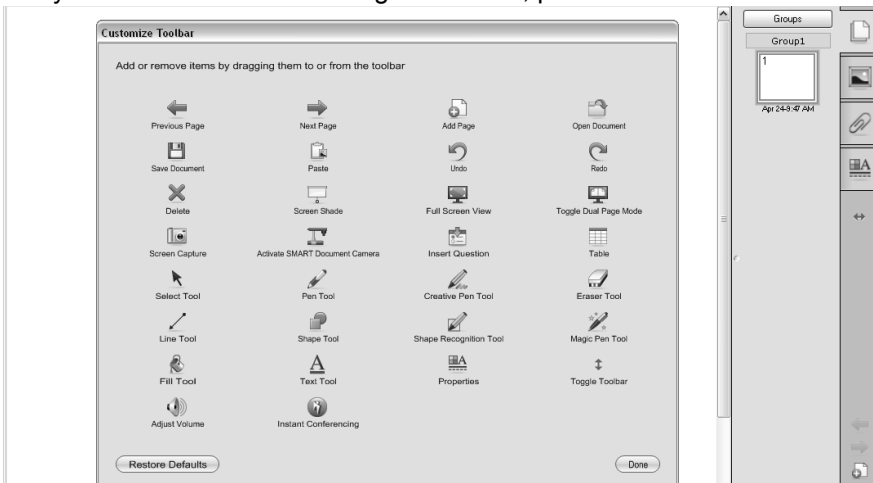
Customizing the toolbar

Arrange and customize the toolbar in SMART Notebook software so that it best suits your delivery needs. Remove tools that don't appeal to you or that you never use – this keeps your favorite tools more accessible. Place the tools that you use most often near the side of the interactive whiteboard where you tend to stand when delivering your lessons. It is a good idea to keep buttons with similar functions next to each other. For example, in the default toolbar, all of the page navigation tools such as Next Page, Previous Page and Add New Page are found in the same area of the toolbar.

Keep in mind that rearranging your toolbar regularly may confuse students and detract from the effective delivery of your lessons. It is best to decide on an arrangement that suits your delivery needs and stick with it.

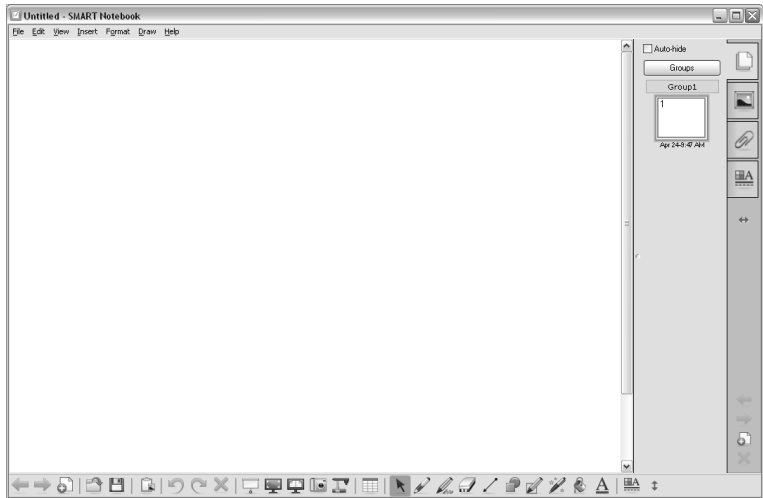
To customize the toolbar, right-click on any button in the toolbar to launch the *Customize Toolbar* window. Use this window to add or remove buttons from the toolbar. Drag a button from the toolbar to the *Customize Toolbar* window to remove it from the toolbar. Drag a button from the *Customize Toolbar* window into the toolbar to add it to the toolbar. When the *Customize Toolbar* is open, you can also rearrange the buttons within the toolbar by dragging them to another location.

When you are finished customizing the toolbar, press **Done**.



Placement of the toolbar

By default, the toolbar in SMART Notebook software is located at the top of the workspace. This is the most accessible location for teachers and older students to use the tools. If young students or students with mobility concerns are using the SMART Board interactive whiteboard, you may need to move the toolbar to the bottom of the workspace for easier reach. To move the toolbar from the top to the bottom of the workspace, or vice-versa, press the double-sided arrow icon.



*Double-sided
arrow icon*

Sometimes, you may wish to limit access to a toolbar during a lesson so that it is not accidentally pressed. In this scenario you might move the toolbar to the least accessible position, at the top or bottom of the workspace.

Placement of the side tabs

By default, the side tabs appear on the right-hand side of the workspace. These can be moved to the opposite side of the workspace by pressing the double-sided arrow icon. To facilitate your lesson delivery, it is best to place the side tabs on the side of the board where you tend to stand when delivering your lessons. Left-handed presenters may find the side tabs more accessible on the left side of the workspace, whereas right-handed presenters may find the side tabs more accessible on the right side of the workspace.

Check the Auto-hide check box to hide the side tabs from view and give yourself more workspace area. However, leaving the Page Sorter tab visible while delivering a lesson puts the current page into the context of the whole lesson. This approach helps some teachers organize their thoughts for a more effective delivery.

Presentation tips for delivery on an interactive whiteboard

Body positioning

Face your students as much as possible while manipulating the SMART Board interactive whiteboard.

Keep your body position

When you need to reach something on the other side of the interactive whiteboard,

When writing on the interactive whiteboard,



Touch tips



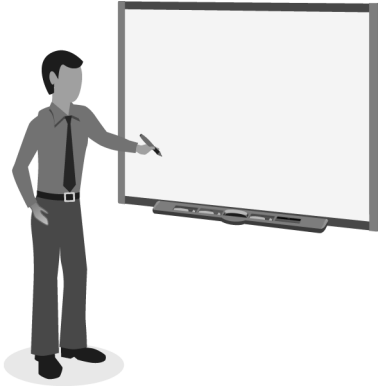
The most effective hand position for moving or touching an object is

This is because

TIP: Remember to orient your SMART Board interactive whiteboard before every presentation to ensure an accurate reading of your touch.

Writing tips

Writing on an interactive whiteboard involves a slightly different technique than writing on a conventional whiteboard or chalkboard. Like any skill, it takes practice. Note some tips to improve your SMART Board interactive whiteboard annotations.



Manipulate the interactive whiteboard from the screen

One of the advantages of an interactive whiteboard is that teachers can instruct from the front of the room – near the projected image – and navigate their digital lesson while facing their students. Teachers who navigate their interactive whiteboard from the back of the room so that they can use a mouse are not effectively using the technology.

Go ahead, mark up those documents

The interactive whiteboard is a great tool for highlighting and jotting notes on just about any type of application or document. So go ahead, use the tools as intended and mark up that electronic document. You can save these markings or delete them, it's up to you.

Leveraging interactive tools

Use the space below to note key ideas for leveraging the interactive tools included in SMART Notebook software.

Interactive tools	Why/where would I use this tool in my lesson delivery?
Circle to erase	
Creative Pen	
Dual Page Display	
Export	
Full Screen view	
Transparent Background view	
Handwriting recognition	
Highlighter	
Insert Blank Page	
Lesson Activity Toolkit tools	
Magic Pen disappearing ink	

Interactive tools	Why/where would I use this tool in my lesson delivery?
Magic Pen zoom	
Magic Pen Spotlight	
My Content	
Page Recording	
Recognize Shape	

Responsive lesson delivery

As a teacher, you know that it can be desirable to deviate from planned lessons in order to stay responsive to the needs of your students.

SMART Notebook collaborative learning software has a number of tools to help you stay responsive to student needs and manage your classroom effectively:

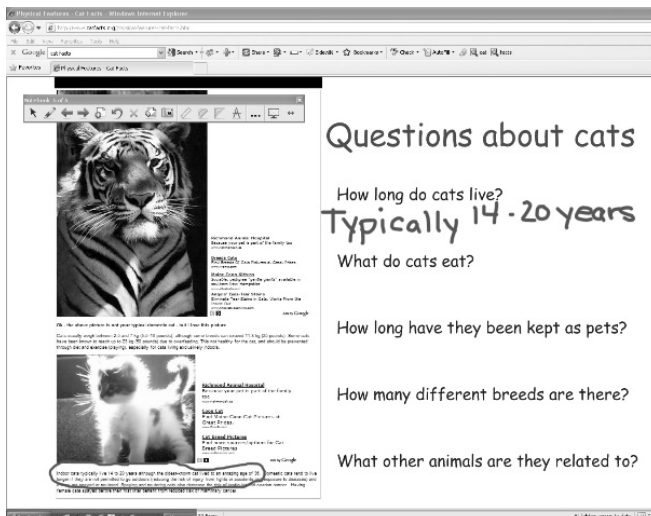
- Enrichment tasks for students who finish early
- Transition activities for in-between time
- Impromptu explanations or demonstrations
- Extensions onto planned lessons
- Unplanned review of previous material

This section outlines several ideas to give you something to draw upon when you need to respond quickly to your classroom environment.

Leverage the power of the Internet

The Internet is a powerful source of information that youth readily turn to for answers to their questions. Planned or impromptu forays onto the Internet are easy to make during an interactive whiteboard lesson.

Experiment with Transparent Background view as a way to use SMART Notebook objects with a web page, or preserve the notes you make on a web page.



Example of Transparent Background view being used to display guiding questions (a SMART Notebook text object) while students search a web page for answers.

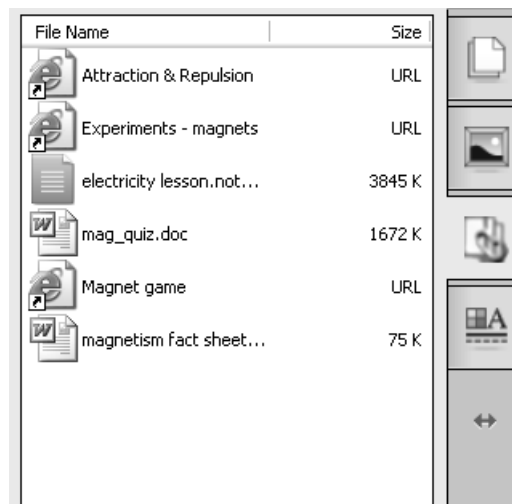
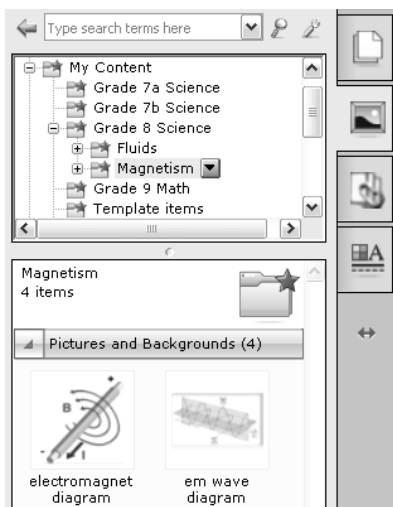
Their notes are automatically stored on the SMART Notebook page.

Use SMART Notebook software as a course management tool

Use SMART Notebook software as a tool to collect and organize relevant documents, websites, videos, images, notes and activities. This sets you up with an easily accessible collection of information to draw on when you need to spontaneously provide further explanation for a concept or extend your lesson in meaningful ways.

Store and organize lesson resources using:

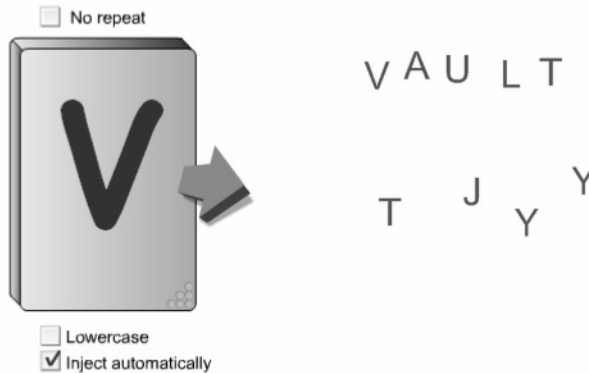
- The Attachments tab
- The My Content folder
- A collection of links on a SMART Notebook page



TIP: It is a good idea to back up your My Contents folder. Click on the main **My Contents** folder and select **Export as Collection File...** from the drop-down menu.

Use setup-free lesson tools

Tools such as the Random letter generator, Random number generator, Random card generator and Random domino generator will help you launch directly into lesson activities without any setup. Use these tools, included in the Lesson Activity Toolkit, to provide students with planned or unplanned extensions into number and word concepts.



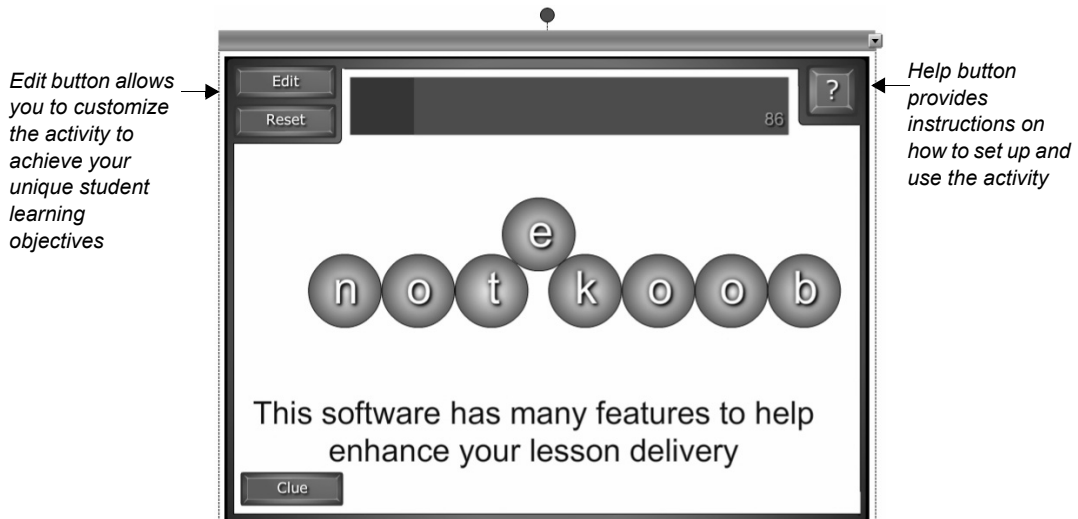
This word building activity uses the Lesson Activity Toolkit's Random letter generator and requires no setup time.

Pull up past lessons whenever review is needed

One of the nice things about regular teaching on an interactive whiteboard is the accessibility of past lesson material. Keep lessons well organized so that you can transition smoothly to a review of a particular lesson if you see that students are struggling with your current material.

Create some learning games ahead of time

Make and collect a library of learning games based on the topics you will be covering throughout the year. The Lesson Activity Toolkit has an array of templates for popular games and activities created in Flash software. Crossword puzzles, matching games, trivia, anagrams, word-guess games and more can be easily created by inputting your own lesson content.



Preparing these types of games requires a little bit of work ahead of time but, having a collection to draw upon as a transitional activity or enrichment task is invaluable when the need arises.

Relevant education games or interactive activities are also a powerful and fun way for any age group to review material or start a lesson.

Use ready-to-play strategy games

To ensure that the game-play in your classroom is relevant to your specific student learning outcomes, the majority of the education games included in the Lesson Activity Toolkit require you to add your own content. However, several ready-to-play strategy games are also included with the Toolkit to aid you with impromptu classroom activities. Soduku, chess and checkers are useful for teaching children strategy skills and, if used judiciously, can be an effective enrichment task for small groups of students.

Additional resources

What's next?

Many resources are available to help you take the use of your SMART hardware and software to the next level, including free training materials on the SMART website and a special online community for educators.

SMART training and professional development

SMART's training and professional development website hosts additional training resources and support, including free learning resources, online training sessions and self-paced courses to help you effectively use any SMART product.

Visit <http://smarttech.com/us/Resources/Training>.

Free learning resources

SMART provides many learning resources free of charge to help you continue your professional development and explore new products.

Click **Browse all training offerings** on SMART's training and professional development website to find a complete selection of product training, including free learning resources.

Live online training sessions

SMART online training sessions are 30- to 90-minute computer and telephone conferences that offer a quick overview of the basics of SMART products. Each session is led by a SMART trainer who uses SMART products every day. SMART's online training sessions are useful as a review and they give you an opportunity to ask questions.

Live online sessions support a variety of products, including the following:

- SMART Board interactive whiteboard
- SMART Notebook software
- SMART Classroom Suite
- SMART Response interactive response system

We are always developing new, live online training offerings. Visit SMART's training center often to learn about the latest sessions.

Self-paced courses

Access self-paced courses through the SMART Learning Center on a variety of product-specific topics such as SMART Notebook and SMART Notebook SE, SMART Response and SMART Sync.

Visit <http://smarttech.com/us/Resources/Training/SMART+Learning+Center>

SMART's support site

SMART's support site offers a variety of product support options. Visit SMART's support site to download software, find installation and user's guides, "how-to" and troubleshooting articles, solutions for your SMART product and answers to your questions. You can also use SMART's support site to contact technical support and to register your SMART product.

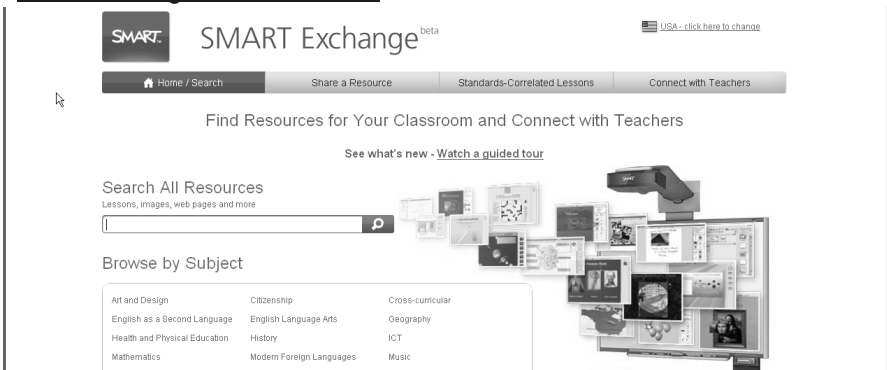
Visit <http://smarttech.com/us/Support/Browse+Support>.

The SMART Exchange website

The SMART Exchange website is an online community where educators can share resources and ideas with other educators worldwide. It is where you'll find the following resources:

- **Free learning resources** for use with SMART products, including content collections, software applications and website resources
- **Hundreds of SMART Notebook software lesson activities** correlated to state and provincial curriculum standards
- **Professional development programs** to reward, recognize and support educators
- **Research** on the effectiveness of SMART Board interactive whiteboards in learning environments
- **Advice** for educators about using SMART products, integrating peripherals, mastering grant writing and evaluating technology

Visit www.exchange.smarttech.com for more information.



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